**SAADUL**

**E-Mail** [**saadul.179747@2freemail.com**](mailto:saadul.179747@2freemail.com)

**CAREER OBJECTIVE**

* Seeking a challenging position in Human Resource Management with opportunities for career advancement, to gain further skills and to attain the goal of the organization where innovations and hardworking are fairly rewarded.

**PROFESSIONAL EXPERIENCE**

* **H.R Assistant** in **REFOC TRADING CO. (PVT) Ltd** from **July 2012 – June 2013**

**Kozhikode, Kerala, India**

**JOB PROFILE**

* Recruitment for the employees of various levels. Taking preliminary round of interviews, negotiation of salaries, issue of offer etc.
* Responsible for complete joining formalities, Appointment letters, opening of Bank A/c, Issuing Uniforms and I.D cards etc.
* Update and maintain Employees databases.
* Taking care of all the issues related to employees and solving them to increase the satisfaction level of the employees related to salary, and other queries pertaining to their job profile, works culture, etc.
* Maintaining the attendance & leave record of all the employees.
* Statutory Areas like PF, ESI & P.T in Excel sheet.
* Salary calculation in Excel sheet.
* Exit-interviews, Full and final settlement.
* Update and revise job descriptions.
* Managing advance salary, bonuses, loans etc.
* Performance Appraisal & Review process.
* Communicate and implement policies and procedures.

**AREAS OF INTEREST**

* Human Resource / Finance/ Accounts

**EDUCATION**

* **Master of Business Administration (MBA)**, **HR** **(2010-2012)**

**Srinivas Institute of Management Studies, Mangalore University, Karnataka.**

* **Bachelor of Business Management (BBM), Professional**  **(2007-2010)**

**Taliparamba Arts & Science College, Kannur University, Kerala**.

**WORKSHOP & EXTRACURRICULAR ACTIVITIES**

* Successfully completed certified HR Trainingcourse fromHR House, Bangalore. An enthusiastic HR Professional with hands on experience in recruitment, works on payroll software (VNV Payroll), statutory areas, designing CTC & Salary break up, writing informative job descriptions, Posting on Job portals etc.
* Participated in **MATRIX- 2012** First in Content Presenation on Balance of Payment Trends& Progress at SIMS, Mangalore.
* Participated in **MANEGMA- 2011** One day National Conference on from Best Practices to Next Practices- Strategic Rethinking for sustainable Competitive Advantage at SIMS.
* Participated in **MEGA INDIA- 2010** , IMAGE INDIA held at SIMS.
* Participated in **UGC-Sponsored** Two Day National Seminar on Demystifying Service Sector at Department of Commerce Payyannr College, Kannur, Kerala - 2007.

**STRENGTHS**

* Team Building.
* Good motivator and self motivated with high energy levels.
* Optimistic & friendly
* Positive Attitude.
* Commitment.
* Continuous learning.

**HOBBIES**

* Sports, Blogging, Social Networking, Photography & Travelling.

**PROJECT DETAILS**

* **BALIAPATAM TILE WORKS COMPANY (P) LTD**., Kannur, Kerala. **2012**

Project Title : **Employee Satisfaction**

Profile:Tiles& bricks, solid brick and roofing tiles Manufacturing Company.

Description : The scope of the project was to do a research on the employees of company to

know the awareness and implication of employees satisfaction in the firm.

Duration : Two month.

* **WESTERN INDIA PLYWOODS COMPANY (P) LTD**., Kannur, Kerala. **2010**

Project Title : **Organisational Study**.

Profile : Plywood’s & Furniture Manufacturing Company.

Duration :Six week.

**COMPUTER SKILLS**

* MS Office suite (proficient in Word, Excel& Database)
* SAP (CRM 7.0 EHP2 )
* Internet Applications (Social networking like LinkedIn, Twitter, Face book etc.)
* Adobe Acrobat Reader and Writer.

## PERSONAL INFORMATION

* Date of Birth : 17-June-1989
* Marital Status : Single
* Nationality : Indian
* State of Domicile : Kerala

**LANGUAGES**

* English : Able to Speak & Write clearly and convincingly.
* Malayalam : (Mother Tongue)
* Hindi

**PASSPORT DETAILS**

* Date of Issue : 23/09/2010
* Date of Expiry: 22/09/2020
* Place of Issue : Kozhikode

**DECLARATION**

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Place: Abu Dhabi