**CURRICULAM VITAE**

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| ***OBJECTIVE*** |

To associate myself to work in the reputed organization that gives scopes to update my knowledge and I want to be part of team that dynamically works towards the growth of the organization.

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| ***ACADEMIC QUALIFICATION*** |

* Bachelor of Science (B.Sc) from Osmania University.
* Intermediate (M.P.C) from Board of Intermediate Education.
* SSC from secondary school Certificate.

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| ***TECHNICAL SKILLS*** |

* Operating System : Windows Xp, Win 7.
* PGDCP : Post Graduate Diploma in Computer Programming.
* Packages (Office : Word, Excel, PowerPoint, Access.

Well versed in Internet concept.

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| ***STRENGTHS*** |

* Good Commitment.
* Honest and hard working.
* Positive attitude.
* Self-belief.

***EXPERIENCE.1***

I have worked as a HR Assistant for a period of 8 years in **UNITY CONTRACTING COMPANY & ALDEEP (LLC).**

Organization : Contracting Company & Hamrain Aldeep (LLC).

Designation : HR. Assistant

Duration : 18-04-1996 to 17-06-2004

**Responsibilities and Duties:**

* Maintained employee information by entering and updating employment and status-change data.
* Submits employees files to prepare leave salary , full and final settlements
* Provides payroll information by collecting time and attendance records.
* Submits employee data reports by assembling, preparing, and analyzing data.
* Provides secretarial support by entering, formatting, and printing information; organizing work; answering the telephone; relaying messages.
* Onsite Visiting for the distributing Salary amount of labourers.
* I dealt with deferent quires of employee’s vacation issues and rejoining documents.

***EXPERIENCE.2***

I have worked as a HR Officer for a period of 8 years in **Gulf Landscape &**

**Irrigation systems** **(LLC).**

Organization : Gulf Landscape & Irrigation systems

Designation : HR. Officer.

Duration : 23-02-2005 to 31-07-2013

* Maintained employee information by entering and updating employment and status-change data.
* Payroll preparation by providing relevant data (absences, bonus, leaves, etc)
* Preparing and generating the employee’s monthly salary.
* Leave salary, full and final settlements of employees.
* Submits employee data reports by assembling, preparing, and analyzing data.
* Sending employee salary through **WPS** system.
* Provides secretarial support by entering, formatting, and printing information; organizing work; answering the telephone; relaying messages.
* I dealt with deferent quires of employee’s vacation issues and rejoining documents.

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| ***PROFILE:*** |

Date of Birth : 10-06-1971

Gender : Male

Marital Status : Married

Religion : Muslim (Islam)

Nationality : Indian.

Languages Known : English, Arabic, Hindi & Telugu.

**First Name of Application CV No:** **1657872**

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