SAUD SHAHUL HAMEED

Career Objective:

Personal Information:

Sex: Male

Date of Birth: 25 Dec 1990

Nationality: Indian

Language Known:

English, Hindi and Malayalam

Driving License:

Indian Union (LMV)

Visa Status:

Visit Visa

Validity: May 2016

To be associated with a progressive organization which can provide me with a dynamic work sphere to extract my inherent skills as a professional, use and develop my aptitude to further the organization’s objectives and also attain my career targets in the progress.

Professional Skills:

* Excellent interpersonal and communication skills.
* Highly motivated individual with abilities to priorities work and to meet deadlines.
* Aptitude to communicate logically & ability to identify and overcome objections.
* Experience in motivating and fostering team environment.

 Maintain positive attitude in the face of changes in work assignments.

* Maintain positive attitude in the face of changes in the work.
* Punctuality time management capability.
* Can work efficiently in a group as well as an individual.
* Conceptually strong with an innovative, detail-oriented and analytical approach to the work.
* Self motivated, hardworking and goal-oriented with a high degree of flexibility, creativity and commitment.

Academic Credentials:

* MBA (Human Resource) : (2012-2014)

Acharya Bangalore Business School

 Mysore University

* BBM (Bachelor of Business Administration): (2009-2012)

 Sir Syed Institute for Technical studies

 Kannur University

Work Experience:

* Admin Executive (2 year) - **Address Apparels Exporters** India.

Research Studies:

1. Project :

Individual project work done under SCOTTS GARMENTS LTD BANGLORE, on the topic of “Training and Development of Employees” has helped me to develop my analytical thoughts and ability to manage projects effectively. Regular group work in teams has improved my ability to build effective working relationships

1. Organizational study of Gemplast:

 Have done the basic study of their organization culture, hierarchical structure and their entire functional areas like HR, Marketing, Finance, Operations, IT, CSR, Environmental Safety, etc.

Area of Expertise:

* Efficiency in Computerized Accounting (Tally ERP 9)
* Efficiency in MS Office (Word, Excel, PowerPoint)
* Typewriting
* Market Research & Interpretation

Professional Certificates:

* Member of placement committee MBA at ABBS –Bangalore
* Organised events during Management and technical fest held at ABBS ,Bangalore .
* NSS co-ordinator (2012)
* Participated in the national level e-week organised by ABBS centre for entrepreneurial development of ACHARYABANGLOR B-SCHOOL, Banglore held during 20-25 may 2013
* Business Excel (Microsoft Excel)

**First Name of Application CV No:** **1666452x**

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