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| OBJECTIVE: |

To be a part of reputed professional organization where I can explore my managerial skills and talents for the achievements of organizational and self-goals and objectives where mutual growth opportunities are available.

**JOB SEEKING**

HR Department- Assistant HR, HR Admin, HR Recruitment, Front Office & Administration.

Marketing-Sales Executive & Marketing Executive

Employment History

**GULF STAR GROUP**

One of the leading Group’s in Qatar

Position:HR Administrator Officer January 2014- December 2015

**Duties & Responsibilities**

* Played a vital role in manpower planning, recruitment, selection, training, induction, orientation and development of new employees in the organization through Career and Succession Planning.
* Intensively involved in overseas recruitment.
* Prepare detailed job descriptions and classification systems and define job levels in partnership with other managers.
* Coordinating with the recruitment agencies to fulfill the companies’ manpower requirement.
* Developing job descriptions for all unique positions and ensuring all recruitment positions has an up –to –date job description.
* Follow up for the company group insurance policies for existing and new employees, renewal of the policies
* Develop the HR policies, ensuring compliance and to contribute the development of corporate HR policies
* Coordinating with the Company PRO for the smooth operation of the visa, Labor and Residence permit matters
* Oversee the central HR administration –employee offer letter, Salary letter and employment contracts, Accommodation, Transport issues etc.
* Filing and maintaining the confidential documents, Offer Letters, Contracts etc.
* Doing Employee Performance appraisals etc.
* Screening & selection of potential candidates via telephone and personal interviews based on Recruitment request form from the end user.
* Coordination between management and employees regarding HR issues.
* Providing weekly recruitment status update reports to HR Manager/Operations Director
* Preparing organizational chart for regional level and department level.

**HOME PLUS**

One of the leading Group of Companies in Karnataka

Position: Business Developer February 2012 –July 2013

Duties & Responsibilities

* Following up new business opportunities and setting up meetings
* Planning and preparing presentations (say hello to PowerPoint)
* Communicating new product developments to prospective clients
* Overseeing the development of marketing literature
* Writing reports
* Providing management with feedback

**TESCO**

One of the leading supermarket’s in the United Kingdom (Wands Worth)

Position: Floor Supervisor November 2010 – December 2011

Duties & Responsibilities

* Responsible for smooth operation of the floor assigned.
* Responsible for the performance of Sales man.
* Organizes and facilitates the floor making process.
* Daily allocation of floor and deep cleaning tasks to team members.
* Ensures that the entire operation is performed as per the laid down standards.
* Manage customer requests and communicating them to the relevant team members
* Routine inspection of supermarket to ensure they meet standards.
* Report maintenance issues to Maintenance/Engineering Department.
* Assist Manager with training requirements.
* Represent the needs of the team to management.
* Assist other departments wherever necessary and maintain good working relationships.

**NOKIA**

One of the leading mobile companies in the world

Position: Sales Executive June 2009 – September 2010

Duties & Responsibilities

* Updating daily sales and stock report of promoter’s.
* Updating the display report, stock report and promoter’s sales.
* Promoter’s weekly and monthly target and achievement review.
* Weekly display report of key retail outlets.
* Visiting promoters on the shop/ outlet.
* In store sales training of promoters.
* Productivity of promoter’s weekly and monthly reporting to sales manager
* Maintain an awareness of all promotions and advertisements.
* Communicate customer requests to management.
* Assist in completing price changes within the department.
* Maintaining all originals in Document control and updating as changes are implemented.
* Any other tasks as assigned from time to time by any Manager.

**PROFESSIONAL SKILL**

Well versed with Windows Operating System and Tally – studied in MANIPAL INSTITUTE OF COMPUTER EDUCATION (MICE)

•MS-Word

•MS-excel

•MS-PowerPoint

•MS-Access

•Fox-pro & Internet

**ACADEMIC CREDENTIALS**

•MBA (Marketing & finance) ¬– AmrithaCollege,DrC.V.RamanUniversity,Bilaspur (2012-2014)

•MEP/MBA (H R) – College of Technology London, University of Wales, London (oct 2010-2012)

•BBM Degree – St. Aloysius College, Mangalore University, Karnataka (2006-2009)

•PUC (Pre University College) – Mangalore (2004-2006)

•CBSE (Secondary school) – Peevees Public School, Nilambur (2004)

**EXTRA-CURRICULAR MERITS:**

•Certificate of appreciation for management association spinout 2008 rise.lead.conquer

•Certificate of appreciation for valuable contribution to the computer science exhibition on computer memories

**PERSONAL ATTRIBUTES:**

A strong lateral thinker with excellent analytical & planning skills.Strongly commercial with good communication and influencing skills.Possesses high level of cultural and social sensitivity. Can handle multiple and diverse work force. Energetic and capable of working with minimal support and a good deal of autonomy.

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| **PERSONAL DETAILS** |

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| Date of Birth | 14th May 1987 |
|  |  |
| Marital status | Married |
| Nationality | Indian |
| Languages | English,hindi,Malayalam& Tamil |

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

