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| **Mohammed Mustafa Ali – 2008344**  To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  addressing to HR Consultant on email: [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidate first to ensure their availability for your job  and send you the quotation for our HR Consulting Fees. |

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**Objective:**

To be an asset for a company and contribute towards its strategic goals and objectives and simultaneously achieve personal career growth.

**CAREER summary:**

* + - * 7+ years of total experience in HR and Admin roles with reputed firms.
      * 4 years of association with gulf companies from Oman and KSA.
      * End to end knowledge of recruitment process and post deployment assessments.

**Skill Matrix:**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| RECRUITMENTS | SCREENING | INTERVIEWING | DOCUMENTATION |
| HR | VISA UTILISATION REPORT | RECRUITMENT PLANNING | STAFF AUGUMENTATION |
| IT | MS OFFICE | RMS (ERP) | TALLY |
| STRENGTHS | COMMUNICATION SKILLS | PUNCUALITY | MEETING TARGETS |

**ACADEMICS**

* **Master of Business Administration (MBA)** from Osmania University, Hyderabad, completed in 2007.
* **Bachelor of Commerce (B.Com)** from Osmania University, Hyderabad, completed in 2005.

**Professional Experience:**

► India **June 2014 to Jan 2016**

* Resume screening andshort listing as per client preference and job description.
* Conducting and managing interviews on behalf of the company.
* Submit complete documentation of selected candidates for employment offer, visa stamping and ticketing.
* Operation and Implementation of Biometric System.
* Administration of utilisation and un-used visa reports.
* Providing training on the RMS system and its uses.
* Arrangement and coordination of candidates for available vacancies.
* Delegate briefing on the interview process and coordinating for a smooth recruitment process.
* Daily reporting of visa utilisation to senior management.

**►Asst Manager (HR) January 2013 – April 2014**

**ASALA AL MUSTAQBAL L.L.C**

Asala Al Mustaqbal L.L.C is partnership firm located in Muscat(Oman) and involve in interior & exterior works for the residential and non-residential, also undertake constructions works for the buildings, houses etc.

* Resume screening and short listing as per client preference and job description.
* Conducting initial interviews on behalf of the company.
* Submit complete documentation of selected candidates for employment offer, visa stamping and ticketing.
* Provide new hire orientation to new joiners.
* Responsible for maintaining educational, training and ancillary documentation of complete workforce.
* Yearly review of training needs and recommend the same to senior management.
* Keep track of vacation record and emergency leaves and updating the payroll department for further action.

**► Audit Assistant July 2005 to May 2007.**

**RAMA MOHAN & ASSOCIATES (C.A)**

K RAMA MOHAN & ASSOCIATES is an Auditing firm, which provides services to their Clients not only in Hyderabad but also all over India. Which handle the vast majority of Audits for publicly traded companies as well as private companies, creating an Oligopoly over the Auditing Industry.

**Responsibilities:**

* Maintaining of manual and computerized accounting up to finalization, journal entries, ledger accounts, trial Balance and financial statements.
* Verification of Voucher’s such as Receipts and Payments.
* Responsible for Auditing of Sales, Purchases and Return Registers.
* Responsible for cross checking of Books of Accounts.
* Auditing Books of Accounts & Maintain Audit Reports.
* Prepared and Maintained of Audit Reports of Different Companies
* Preparation of Monthly, Quarterly and Yearly Financial Reports

**PERSONAL PROFILE:**

Date of Birth : 11th November, 1984.

Nationality : Indian.

Place of Issue : Hyderabad, India.

Languages Known : English, Hindi, Urdu and Telugu .

**Declaration:**

I hereby declare that the above-mentioned information is true to the best of my knowledge.

I would be glad to provide any other information required by you. Thank you for your kind attention and walking through my CV.

**Mohammed Mustafa Ali**

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