**SHAMEER**

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Mob: C/o 0504753686



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| **CAREER OBJECTIVE:-** |

To secure a challenging position where I can share my creative skills and knowledge, and thereby expand upon my education and knowledge, and to be part of a team that helps to achieve the organization's success.

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| **ACADAMIC PROFILE:-** |

* **MBA** from mahatma Gandhi university (Dual specialization with Finance and Human resource management-2012-2014)
* **MA** Economics from mahatma Gandhi university 2010-2012
* BA Economics from mahatma Gandhi university2006-2009

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| **COMPUTER SKILL:-** |

* Knowledge in Microsoft office (word, excel ,power point, internet and email operation)
* Tally ERP 9

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| **WORK EXPERIENSE:-** |

**Organization : Indus Motor Private Limited, Cochin**

**Designation : HR Executive**

**Duration : From October 2014 – 15-9-2016**

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| **DUTIES AND RESPONSIBILIES:-** |

* Sourcing, screening, segregating and short listing of resumes based on the skill set and following up with the leads.
* Posting jobs on different job portals
* Sourcing professionals through job boards and other social media tools for both permanent and contractual agreement.
* Screening and validating profiles.
* Employee performance appraisal.
* Evaluating the candidate for requirement, creating and maintaining the data base enable quick selection of candidates.
* Induction & Orientation.
* Advising employees and helping them make informed decisions about their carrier.
* Helping employee with benefit issues.
* Carrying out disciplinary actions against employees.
* Attendance tracking.

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| **SPECIAL SKILLS:-** |

* Easy adaption of new systems and work environment.
* Good at task oriented team work.

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| **PERSONAL STRENGTH:-** |

* Excellent leadership skill
* Dedication to work.
* Possess human skill for management
* Identifying problems and promoting solution
* Honest ,patient , responsible and positive attitude to all jobs under control

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| **PERSONAL DOSSIER:-** |

**Date of birth : 25-5-1989.**

**Religion : Muslim**

**Nationality : Indian.**

**Marital status : single.**

**Languages known : English,Hindi,Tamil,Malayalam.**