#### CURRICULAM VITAE

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| C:\Users\MOHAMMAD\Desktop\scan\4967.jpgMohammadM.B.A –HR & MARKETINGMohammad.356440@2freemail.com  |  |

## Career Objective:

Seeking a challenging and responsible career in a growth oriented environment. Intend to give the best out of any given opportunity through steadfastness of purpose, dedication, etiquette and sincerity.

## Work Experience:

**Company : Hadaf Al Khaleej Debt Collection (TAHSEEL)**

Designation: Recovery Officer

Duration : May 2015 –Dec 2016

**Key Responsibilities:**

* Following on late payments and arranging reminder calls to customers
* Arranging meetings with customer to offer amicable settlements on write off accounts
* Negotiate with bank for good discount on behalf of customers
* Assist customers for settlement letter and clearance letter from bank
* Tracing skip customers and establishing contact in order to collect payments.

**Company : MFG Jewellery Product,Mumbai**

Designation :HR Assistant

Duration : July 2012 – Oct 2014

**Key Responsibilities:**.

* Understanding manpower requisition from the concerned department.
* Sourcing candidates that match the desired skills.
* Screaning the candidates by conducting telephonic or personal interviews.
* Ensure planning. monitoring and appraisal of employee work results while design a proper career plan for performing personnel.
* Maintain human resource staff by recruiting, selecting, and training employees.
* Maintaining and updating the database of the candidates.

## Tools and Techniques:

* SAP(MATERIAL MANAGEMENT –END USER LEVEL)
* MS Office package

## Educational Qualification:

* **Master Of Business Administration (M.B.A –HR&MARKETING)** Anna University, Tamilnadu, India.
* **Bachelor of Science (I.T)** Manonmaniam Sundaranar University, Tamilnadu, India.

## Personal Skills:

* Comprehensive problem solving abilities.
* Willingness to learn.
* Team facilitator and hard worker.

## Personal Information:

Date of Birth : 12.05.1988

Gender : Male

Marital Status : Married

Nationality : Indian

Languages Known:

Speak : English, Tamil &Malayalam

Read : English, Tamil

Write : English, Tamil

## Declaration:

I Mohammad, hereby declare that the above mentioned information is correct to the best of my knowledge and I bear the responsibility for the correctness of the particulars.