**Mohammadsadiq**

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**CAREER OBJECTIVE**

To strive for excellence in every department entrusted to motivate others to do the same. Using good communication skills quality input hard work and an insatiable thirst for knowledge help the organization to achieve the zenith of success. To obtain a New Business Development position by adding value through utilizing my superior knowledge, prospecting and selling abilities in the business to business arena.

**Professional Background:**

**Present Employer: Union Co operative society Hypermarket Dubai**

Tenure: May 2016 to up to date

**Job Title: Checker**

**Responsibilities :-**

* Maximize sales potential through effective and proper procedures for receiving all products entering the store including verifying actual product against order form to spot quantity discrepancies , confirming product integrity, and checking product temperatures as needed.
* Precision in reading documents, handling computer/handheld devices and communication skills.
* Maintaining Store Shelf Levels in proper condition minimum level to maximum level.
* Handling branch operations smoothly, Team Work, Account receivables and assisting to finance department for account payee.

**Previous Employer Triya Solutions as HR-Recruiter from February 2014 to May 2016.**

The solutions provided by Triya Solutions were amazing. The approach and customer oriented was excellent. Software solution was part of solution framework.

**Responsibilities :-**

* Worked in Triya Solutions as HR-Recruiter from February 2014 to May 2016.
* Headed End to End Recruitment for the span of around 27 months.
* My work was to recruit the suitable candidates for my clients as per their requirements.
* Till date I have taken around more than 40k interviews.
* Review applicants to evaluate if they meet the position requirements.
* Assist in performing reference and background checks for potential employees.
* Assist in interviewing and selecting employees onsite.
* Assist in preparing and sending offer packages.
* I recruit for BPO sectors and Marketing etc, from Junior to Senior Level Position as per my clients requirement.
* I recruit for different companies like Pan India,Firstsource, HGS, Serco, Vertex, Shristi Infomatics, Able Design Engineering, NS Infotech, Polaris BPO, Tech Mahindra, Denissions Hotel, The President Hotel, HMRI 104, Joshi Hospital, Fortis Hospital, Tatwadarsha Hospital, Volkswagen, Hyundai, Maruti Suzuki Etc.
* Have attended many Job Fairs by visiting different places across Karnataka, to hire the candidates.
* Maintaining the work structure by updating job requirements and job descriptions for all positions
* Maintaining management guidelines by preparing, updating, and recommending human resource policies and procedures.
* Handling Outsourcing –
* Like Providing Trainings for the Other Companies based on their Requirement
* Providing Recruitment Services based on client Requirement & Closing the same on before dead line.
* Assisting in providing services for Payroll based on Client Requirement
* Assisting in Drafting the Policies for the clients On their need.
* Assisting in Designing the Review forms for the Clients.
* Any other services based on the requirement.

**Previous Employer: Mahez NGO**

Tenure : July 2013- February 2014

Job Title: HR - Coordinator

Job Profile:

* Human Resource Planning, Handling the 7 Institutes Branches in Dharwad
* Looking after end to end recruitments, Conducting Campus Interviews, Managing Induction and training, employee help desk coordination.
* Organizing National Level Events across India
* Maintaining the work structure by updating job requirements and job descriptions for all positions
* Maintaining management guidelines by preparing, updating, and recommending human resource policies and procedures.

**Reporting officer: President of the NGO**

**Technology Skill Sets:**

**Business Intelligence Tools:** MS Excel.

**Application Packages:** MS-office, Mail Chimp & Many More

**Operating Systems:** Windows XP, Windows 7.windows 8

**EDUCATIONAL QUALIFICATION**

**2013** MBA (HR & Finance) from Rani Channamma University Belgaum(Regular).

**2011** BCA from Karnataka University Dharwad. (Regular).

**PERSONAL INFORMATION**

Date of Birth : 11-February-1990

Gender : Male

Marital Status : Single

Religion : Muslim

Languages known : English, Hindi, Kannada.

Nationality : Indian