**Resume**

Javed

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**Summary**

HR Executive with particular expertise in turnaround and multi-site environments. I am a good team player and I can effectively contribute to team's goals. I have demonstrated orientation to acquire technical knowledge and skills rapidly. Looking for opportunity to work in an organization that helps in creating the best for me and the organization using my competencies, skill-sets and knowledge.

**Professional Experience**

* **Organization :** Suksh Technology Pvt. Ltd
* **Duration :** July 13th 2015 to August 20th 2017
* **Designation :** HR Executive

**Work Profile (HR)**

**Recruitment:**

* Coordinate staff recruitment and selection process in order to ensure a timely organized

And comprehensive procedure is used to hire staff.

* Provide advice and assistance to supervisors on staff recruitment
* Prepare notices and advertisements for vacant staff positions.
* Schedule and organize interviews
* Participate in applicant interviews
* Conduct reference checks on possible candidates
* Prepare, develop and implement procedures and policies on staff recruitment
* Monitor staff performance and attendance activities.
* Monitor daily attendance.

**HR Executive:**

* Preparing Final settlements, Gratuity, leave salary and all employee benefits.
* Compilation & processing of attendance data in attendance system.
* Processing monthly attendance muster for workers, trainees & officers.
* Maintaining employees personal files and records, communicating HR policies & across the organization at all levels.
* Designed Policies and Various HR Forms and Induction Program.
* Tracking attendance, maintaining leave records, PF records, issue letters, etc.
* Preparation of full and final settlement generation of Experience Letters, Relieving Letters.
* Keeping track of Confirmation, Appraisals, and Increments of employees.  
  Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, showcase notice, experience/service certificate, reliving letter, etc

**Employee Engagement:**

* Celebrations- Diwali, Ganpati Festival, Eid and other company events.
* Effectively managing welfare measures, management –employee get together, picnics & parties.
* Developing employee engagement programs like Initiated and administered a welcome –mail policy to all new joiners, Initiated regular Birthday mailers &celebration policy.

**Qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| **MBA** | **HR & Marketing** | **Bangalore university** | **67%** |
| **BCA** | **Technical** | **CV Raman University** | **65%** |
| **12th** | **IT** | **CBSCE** | **72%** |
| **10th** |  | **CBSCE** | **50%** |

**Skills and Strengths**

* **Team Player** - Took part in various team presentations in different teams.
* **Interpersonal skills** - Have always maintained professional relationship with my classmates.

#### Maturity *-* Handled every problem at hostel or in college with maturity and dignity.

#### Reliable *-* My peers have always looked up to me in adversity and for advice.

#### Determination - Failures never deter me because I can handle my anxiety

* **Technical skill -** Microsoft word and excel ,power point

**Projects Undertaken**

**MBA Project:**

Project title : Influencing factors of celebrity endorsement on consumer behavior.

A comparative study of Boost and Complan in North Bangalore.

Company : Boost and Complan

**Internship and Training:**

Project title : Organizational study at Valtrans  
Company : Valtrans

**Graduation:**

Project title : Project in HTML and SQL in BCA

**Achievements and Awards:**

* Won college quiz competitions.
* Served class representative in college.
* Won MR. DVPS.
* Employee of the month.

**Extracurricular Activities**

* Interested in travelling
* Keen on researching on new topics
* Always interested to be the part of social networking sites like linked- in, Twitter.
* Surfing internet
* Listening Music

**Personal Profile**

Date of Birth : 20/12/1991

Nationality : Indian

Gender : Male

Marital Status : Single

I hereby declare that all the above information is true and best of my knowledge.

**COVER LETTER**

Dear Sir/ Ma'am

An organization is only equal to the value, strength and commitment of its workforce. I have established a reputation of dependability, loyalty and being a team player. The strength of my character, my commitment to quality and endless ideas and enthusiasm will also be an invaluable asset. I am interested in applying for the **HR Executive** profile in Bangalore. This is an opportunity where I can fully apply my education and professional experiences, as well as my personal interests.

On completing my graduation as **Bachelor of computer application.** Bangalore, I look forward to begin the next phase of my professional career exploring, learning and adapting to challenging opportunities. As a Fresher in this field, I understood a fresher means a fresh mind which can generate fresh ideas. As full of ideas and creativity as I am, I am also equally eager to learn, understand the principles of your company and apply them to my job. My eagerness to learn and work has practically no bounds and I am willing to go the extra mile on the job. My skills which I acquired during my education too no doubt are more contemporary and new and I can certainly apply those at work.

My **academic and extra-curricular experiences** have allowed me to develop strong negotiable, convincing skills and inter-personal skills.

I thank you for reviewing my resume and would welcome the opportunity to speak further. I am confident I will be a valuable asset to the HR course, bringing a unique **combination of skills, professional expertise and passionate dedication**. I look forward to hearing from you and having the opportunity to further discuss my qualifications.