## RESUME

## NAME:SHAIK

## Email: [shaik.374876@2freemail.com](mailto:shaik.374876@2freemail.com)

**Career Objective**

To derive satisfaction from my work and input my best to apply my skills and knowledge further to ensure every professional activity as value addition for client, organization and myself and to be a member of strong professional team committed to excellence and innovation.

**Professional Summary**

* **HR** **ADMINISTRATOR** (**5 years** of experience).
* **Hardware & networking .**

**Educational Profile**

**MBA (Finance and HR), 2012, :**- MRM Institute of Management, Osmania University, Hyderabad, AP.

**B. Com., (Comp), 2010**, :- Jahnavi Degree College, Osmania University Hyderabad, AP.

**YOURONYX.(FEB2016 -OCT2017) (ASSISTANT ADMINISTROTOR). WORK EXPERIENCE.**

* *Managing the monthly salary review process for the company.*
* *Maintaining employee records (soft and hard copies).*
* *Coordinate HR projects, meetings and training seminars.*
* *Teamwork skills.*

**MARBLE & GRANITE INTERNATIONAL CO. SAUDI ARABIA.**

(**SAUDI BIN LADEN GROUP).(MAY2013 -DEC2016). (HR DEPARTMENT ADMINISTRATOR).**

* *Overseeing the full recruitment cycle, in particular contract preparation.*
* *Managing pay-roll operations.*
* *Controlling costs and ensuring that they do not exceed budgets.*
* *Advising on staff promotions.*
* *Investigating disciplinary and grievance matters.*

**Strengths Hobbies**

* Quick Learner, Confident and commitment to work. 🡪 Playing Video Games
* Team player. 🡪 Learning new things
* Dedication to work and strive for goals in life. 🡪 Chatting Online & Making new friends

**Personal Information**

Name : SHAIK.

Date of Birth : 2. JAN. 1989.

Nationality : Indian.

Marital Status : single.

Gender : Male.

Place of issue : Hyderabad.

Languages Known: English, Arabic, Urdu & Hindi.

DECLARATION:

I hereby declare that all the information furnished here is true to the best of my knowledge.

Place: UAE

Date: (SHAIK)