**CURRICULUM VITAE**



MOHAMED

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**Objective**

Seeking a career to utilize my knowledge, personal skills to gain comprehensive understanding of a reputed organization so as to take responsibility and contribute significantly.

**Education**

* **2015 – 2016: MBA (HR & MARKETING) FROM BANGALORE UNIVERSITY, KARNATAKA, INDIA.**
* **2011 – 2014: BBA (BACHELOR OF BUSINESS ADMINISTRATION) FROM KANNUR UNIVERSITY, KERALA, INDIA**
* **2010 – 2012: PLUS TWO (12TH) COMMERCE FROM CBSE BOARD, INDIA**
* **2009: 10TH FROM KERALA BOARD, INDIA**

**Experience**

**HR ASSISTANT ~ F2H TECHNOLOGIES, BANGALORE, INDIA (AUG- 2016 TO JAN- 2018)**

* Proactively provided assistance and support to employees on HR issues & queries.
* Assumed total accountability for building long term relationships with key clients.
* Tasked with developing recruitment process, handling performance appraisal and follow up.
* Accountable for capturing of Input related attendance, Leave details, Reimbursement details, Exit details and ensured background and reference checks were completed.
* Put in distinguished efforts in setting appointments, arranging meetings, joining formalities and maintaining employee’s personal data files.
* Systematically maintained & devised Office system and handled administrative matters of the company.
* Advised Management in appropriate resolution of employee relations issues.

**Academic Projects Undertaken**

**COMPANY: PRAKRUTHI FOODS , BANGALOURE, INDIA.**

A case study**:** ***A STUDY ON LOGISTICS OF PRAKRUTHI BRAND FOOD PRODUCTS IN*** ***BANGALOURE CITY (MBA PROJECT)***

**THALIPARAMABA WEAVER’S CO.OP LTD IN KANNUR, KERALA, INDIA**

**IT Credentials:**

* Proficient in working on MS Office (windows XP, Windows 2007, 2010, etc)
* Three months course in LCS from LAP TECH Computers
* Six months course in CII-IL

**Skills Set:**

* Strong problem solving skill to resolve issue quickly and fairly.
* Excellent presentation skill.
* Great sales and customer service skills in person or over the phone.
* Willingness to learn.
* Organized and analytical in all work to avoid mistakes.

**Achievements:**

* **Participated in “CSR Activity” 2015, Bangalore**
* **Participated in “Blood Donation Camp” 2015**
* **Participated in the student conclave 2016 on the theme "Dissertation Guidelines - Ideation to Execution"**

**Hobbies & Interests:**

* **Traveling (long drives).**
* **Music, Movies, Sports Events, etc**
* **Playing Badminton & Football.**

**Personal Details:**

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| **Date of Birth** | **:** | **08/04/1991** |
| **Nationality** | **:** | **Indian** |
| **Gender** | **:** | **Male** |
| **Marital Status** | **:** | **Single** |
| **Visa Status** | **:** | **Visit Visa (ex :28-08-2018)** |
| **Languages know** | **:** | **English, Hindi, Malayalam** |

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