

JUNAID

MBA HUMAN RESOURCE & FINANCE

Email: [junaid.388246@2freemail.com](mailto:junaid.388246@2freemail.com)

OBJECTIVE

*To work in a premier organization, where my skills and potentials can be utilized to the par along with the betterment of my professional expertise. I also look forward for a platform to learn and be recognized as an integral part of the entire team where high standard performance really matters.*

Experience

***HR Trainee***  *-**at Tata Consultancy Services, Chennai, India*

* Assisted HR Dept. in managing and maintaining documents of employees.
* Assisted with Recruitment needs.
* Conducting in-person & phone interviews with prospective candidates as and when required.
* Maintaining relationships with internal and external clients to ensure staffing goals are achieved.
* Following up on interview process status.

*May 2015 to August 2016*

TATA CONSULTANCY SERVICES

**- M/S Mayyazhi Petroleum, Mahe**

INTERNSHIP

*April 2014 –May 2014*

CERTIFIed training

* **Principles of Human Resource Management**, *under NPTEL, funded by Ministry of HRD, Govt. of India*
* Tally E.R.P Version 9.0
* Advanced Diploma in Accounts and Taxation

CERTIFICATION COURSES COMPLETED

* ***A Study on Quality of Work Life in Gemini Plastic Industry at Thalassery, Kerala.***

The aim of the project was to understand the level of Quality of Work Life of Employees of Gemini Plastic Industry using Chi Square test method.

PROJECTS

* ***A Study on Non-Performing Assets of South Indian Bank Limited at Mahe Branch, Puducherry.***

The aim of the project was to understand the impact of Non-Performing Assets on the bank’s profit and its prestige.

software proficiency

PROFESSIONAL QUALIFICATION

- 51.85% - Feb 2016

IPCC

- 50% - June 2010

CPT

education

-Major in Accounts & Finance – 2nd Division – IGNOU University, Kerala, India

B.COM

- Distinction with 76.8% - March 2009

senior secondary - CBSE

- First Class with 64.4% - March 2009

higher secondary - CBSE

tally

Other

-MS Office

-Completed 100 hours of ITT

EDUCATION

Reference Name

Job Title

**T:** 028 1234 5678

**E:** name@company.com

References

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Expertise

University/College

1998 - 2001

Course Studied

Brief description of the course you studied. Nullam pulvinar pulvinar mattis   
Taque natus atem verum, officil eniminv enimoluptia volendant.

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SKILLS & COMPETENCY

* Ability to work in a multi-cultural environment and establish harmonious and effective working relationship within and outside the organization.
* Adaptable, diligent, ambitious and can acquire new skills quickly.
* Good Interpersonal communications & problem solving skills.
* High degree of self-motivation.

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| Qualification | **Year** | **University / Board** | **Name of the Institution** | **Marks** |
| ***Master of Business Administration*** | *2018* | *Pondicherry University* | *Rajiv Gandhi College of Engineering & Technology, Puducherry* | 73% |
| ***Bachelor of Commerce*** *(General )* | *2015* | *Pondicherry University* | *Achariya Arts & Science College, Puducherry* | 61% |
| *12thGrade*  *Higher Secondary* | *2012* | *CBSE* | *Sree Gokulam Public School, Vadakara. Kerala* | 76% |
| *10th Grade*  *Secondary Education* | *2010* | *CBSE* | *Sree Gokulam Public School, Vadakara. Kerala* | 7.4  (CGPA) |

ACHIEVEMENTS

* Participated in ‘ **Chanakya – The Mastermind** ’contest, Qualified and contested in the pre – finals held on 21st Sept 2017.
* **Won 1ST Prize in Stress Interview in Commet** – A National Level Inter- Collegiate Competition

16th Sept. 2017 - at *St. Joseph College, Cuddalore*.

* **Ranked 1 of the 5 percentile scorers** in the **Youth Money Olympiad** 2015 - *Achariya Arts & Science College, Puducherry.*

EDUCATION