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| AHAMED HALITH JS  Email  **ah.halith24@gmail.com** Mobile: **0563323707**   Contact Address: 13D/4, Seethakathi Nagar  Kayalpatnam  Tuticurin DT  PIN code-628 204  Tamil nadu Personal Data: DOB : 11/11/1988  Gender : Male  Nationality : Indian  Marital Status : Single  Father’s Name : PM.JAFFER SATHICK Linguistic Abilities: English, Tamil  **Favorites Pursuits:**  Playing football, Swimming, Gardening, and Reading Magazine  **Diving license details:**  License No :1951180  Issue Date :21/09/2013  Expiry Date :21/09/2023  **Passport details:**  Passport No:K4032254  Issue Date :30/05/2012  Expiry Date :29/05/2022  **Visa status:**  Employment visa | Objective   * A self- motivated and result-oriented individual seeking an opportunity to prove my skills and contribute to the objectives, profitability and success of an organization that offers potential for challenge and growth.  |  | | --- | | **Professional Experience – 6 Months** |     **HR Executive** at ‘Al FAIHA Car Towing Services’ from  14th Jun’13 till date  **Key Responsibilities:**   * Working with recruitment agencies to source for candidates for specific job positions * Maintaining HR Records and regularly updating personnel database of employees * Recording, maintaining and monitoring attendance to ensure employee punctuality * Preparing and processing timely distribution of salary, bonus, increment salary slip, leave encashment and full and final settlements * Communicating and explaining the organization's HR policies to the employees * Managing workplace safety issues and resolving grievances or queries of employees.   Qualifications  **PG :** Master of Business Administration  **UG :** Bachelor of Business Administration  Potentials   * Self Confident * Hardworking * Time Management * Flexible and Adaptable * Ability to work in a team   Technical Skills  **Operating systems** : Windows XP/Vista/7/8 **Suites**  : MS Office  Field of Interest   * + Marketing   + Human Resource Management |

**CURRICULAM VITAE**

**Educational Qualification:**

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| **Qualification** | **Board** | **Institution** | **Year of passing** | **Percentage of**  **score** |
| **M B A** | **Deemed University** | **SRM School of Management CHENNAI** | **2010-2012** | **6.5CGPA** |
| **B B A** | **Manonmaniam Sundaranar University** | **SADAKATHULLAH APPA COLLEGE (Autonomous) TIRUNELVELI** | **2007-2010** | **5.9CGPA** |
| **12th**  **10th** | **State Board**  **State Board** | **L.K Hr. Sec. School**  **KAYALPATNAM**  **L.K Hr. Sec. School KAYALPATNAM** | **2007**  **2005** | **62.5 %**  **63.4 %** |

**Achievements:**

* Participated in national level technical meet (DAWN’S FES 10) conducted by Francis Xavier Engineering college.
* Participated in inter collegiate seminar.
* Participated in B-SMART conducted by Sadakathullah Appa College.
* Event Organizer under Technical committee in various events conducted by SRM.
* Achieved A-Certificate in NCC

**Project Details:**

**UG**

* **TITLE** **– “A COMPARITIVE STUDY OF CUSTOMER BRAND PREFERENCES FOR AIRTEL AND AIRCEL IN TIRUNELVELI CITY’’,**

**PG**

* Analyzed Self Helping Groups for Entrepreneurship Development Project.
* Completed a comprehensive project on ”**AN EFFECTIVE MEASURES ON SERVICE PROVIDED BY THE SPENCERS DAILY AND ITS COMPETITORS IN CHENNAI CITY**”,

**Declaration:**

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

I assure that, if I am placed, I will serve the firm with utmost genuineness and dedication.

Date: Yours Sincerely,

Place: Dubai **AHAMED HALITH JS**