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|  AHAMED HALITH JSEmail**ah.halith24@gmail.com**Mobile: **0563323707** Contact Address:13D/4, Seethakathi NagarKayalpatnamTuticurin DTPIN code-628 204Tamil naduPersonal Data:DOB : 11/11/1988Gender : MaleNationality : IndianMarital Status : SingleFather’s Name : PM.JAFFER SATHICKLinguistic Abilities: English, Tamil**Favorites Pursuits:**Playing football, Swimming, Gardening, and Reading Magazine**Diving license details:**License No :1951180Issue Date :21/09/2013 Expiry Date :21/09/2023**Passport details:**Passport No:K4032254Issue Date :30/05/2012Expiry 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.

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| **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 AdministrationPotentials * 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
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 **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**