**Abir**



**E-mail ID:** abir-394922@2freemail.com

**Career Objective:**

To work with organization/company where i can contribute my theoretical knowledge and experience to achieve organizational objectives at the same time developing my career growth

**Profile Summary:**

* Good Communication and Managerial skills
* Quick learner, Hard Working and good in Time Management
* Believes in Smart Work and Result Oriented
* Can work under pressure
* Can work with a Team and can also be a Team Leader

**Work Experience:**

Worked as Officer HR & Admin for from July 2016 to August 2019

* Recruitment and Selection
* Checking employees’ attendance
* Preparation of Shift Roasters
* Granting leaves
* Finalization of Salaries
* Checking with employees’ uniform and other company disciplines’
* Looking after Training and Development activities
* Managing Transfers to other Locations
* Taking care of Performance Appraisal
* Looking after Transportation and Parking facilities
* Looking after Accommodation and Canteen facilities
* Cleaning and Water Management
* Event Management

**Internship Projects:**

* Internship Project of BBA for 30 days on “Sales Promotion Schemes” at Shantesha Motors Belgaum.
* Internship Project of MBA for 60 days on “Effectiveness of Advertising Strategies” at Shantesha Motors Belgaum

**Education:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year of Passing** | **Education** | **College** | **University** | **Aggregate marks** |
| 2016 | MBA(Marketing & HR) | Rani Channamma University Belgaum | Rani Channamma University Belgaum | First Class |
| 2014 | BBA(General Management) | SGI’s Belgaum Institute of Management Studies, Belgaum | Rani Channamma University Belgaum | Distinction |
| 2011 | PUC (Science) | Islamiya Composite PU College Belgaum | Bangalore Board | Second Class |
| 2008 | SSLC | Islamiya School Belgaum | Bangalore Board | First Class |

**Extra-curricular activities and achievements:**

* Won Marketing Guru Award in annual award ceremony of BIMS collage Belgaum.
* Won 1st prize in HR event in In-house fest of BIMS collage Belgaum.
* Organized, Managed and Won many other curricular activities.

**Technical Skills:**

* M S Windows, M S Office, Tally and Other Computer Applications
* Internet Applications

**Personal Details:**

**Nationality:** Indian

**Date of Birth:** July 09, 1992

**Gender:** Male

**Marital Status:** Married

**Languages known:** English, Hindi, Kannada and Marathi

**Interests:** Listening to Music, Reading Articles, Online Shopping

**Declaration:**

I hereby declare that the above written particulars are true to the best of my knowledge, experience and belief.

**Place:** Belgaum

**Date:** 11/10/19 **Signature**