

# CURRICULUM VITAE

## **MOHD KAIF AKHTAR**

♾ 15<sup>th</sup> March 1985

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**Visa Status:** Employment Visa – 03<sup>rd</sup> December 2020

**Driving License:** Valid UAE Light Vehicle

**Emirates:** Abu Dhabi, UAE.



### **CAREER OBJECTIVE:**

Seeking a career in Human Resource, Administration, Procurement and Collection Dept. and also as Sales Executive, where my skills and abilities can be utilized to the maximum, with respect to my educational knowledge, willingness to learn, excel and develop my skills in the given area of work.

### **ACADEMIC QUALIFICATION:**

- Successfully completed M.B.A – INTERNATIONAL BUSINESS from AMITY UNIVERSITY, India
- Successfully completed B.A Graduation from LUCKNOW UNIVERSITY, India

	<b>AVADH METAL Group – AMBT &amp; AMI</b>	*Sales Executive *HR & Admin Executive	November 2018 – March 2020	Abu Dhabi, UAE.
	<b>MIRZA INTERNATIONAL LIMITED</b>	Admin Secretary	December 2015 – October 2018	Kanpur, India.

### **WORK EXPERIENCE:**

#### **Roles & Responsibilities:**

##### **HR & Admin Executive**

- Administering payroll and maintaining employee records from new hires, transfers, terminations, changes in job classifications, increment ; tracking vacation, sick, and personal time
- Responsible for recruitment, on boarding, visa processing, medical insurance, and other related HR functions
- Advising on pay and other remuneration issues, including promotion and benefits
- Developing HR planning strategies, which consider immediate and long-term staff requirements;
- Planning and sometimes delivering training - including inductions for new staff
- Documents human resources actions by completing forms, reports, logs, and records.
- Maintain confidential records and files & Assist with the preparation of motions, policies and procedures
- Assume receptionist duties, greet public and refer them to appropriate staff members, answer phone.
- Studying and analysing job description for all current and upcoming requirement from respective department.
- Posting ads on job portals and considering internal references through email or “Help-desk”.
- Headhunting/sourcing on job portals or job boards according to requirement of department.
- Headhunting to best match resources through job portals or job boards.
- Shortlisting the most appropriate and relevant resumes received from all sources.
- Initial screening of shortlisted candidates through phone calls/telephonic conversation.
- Scheduling interviews of initially screened candidates through phone calls.
- Coordinating actively with technical interviewers for scheduling interviewees according to their availability

or feasibility.

- Conducting detailed initial interview of resource to assess initial their communication and interpersonal skills.
- Updating and managing hiring sheet on daily basis.
- Updating ATS (Applicant tracking system) profiles of interviewees for their step by step status of hiring.
- Preparing weekly recruitment report for assessing the status of remaining vacancies.

### **Sales Executive**

- Approaching for new clients to fulfil their requirements and provide the best service and price.
- Participate in the exhibitions to explore the company products on behalf of the company
- Following up with existing or new clients for the new orders via Email and through cold calling and also utilise the social media which gives a plus point
- Reporting weekly report to the manager regards to the Potentials and pending delivery and pending payments
- Gather feedback from clients after material delivery which maintains a good relationship with Clients to make it strong business relationship.
- Register with Consultancies to get approval for MEP Projects.
- Responsible for the pending payments to collect
- Coordinate with Team members to provide good results for the company.

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### **PROFESSIONAL STRENGTHS:**

- Young, dynamic, confident, self-motivated, professional with excellent knowledge in MS Office.
- Customer service oriented skills – Ability to deal with irate customers using excellent interpersonal-communication skills
- Excellent communication skills
- Experience on CRM Software
- Team coordination and group skills
- Knowledge of office administration and bookkeeping procedures
- Ability to adapt to any working atmosphere
- Self-motivated, ability to work under pressure and highly dynamic
- Disciplined & Accurate and enjoy taking up new challenges

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### **COMPUTER SKILLS:**

- Proficient in HR Software
- Proficient in MS-Office, MS- Access, Internet, Hardware & Software
- Typing Speed – 50wpm

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### **Languages:**

- Fluent in English, Hindi, Urdu.
- Beginner in Arabic

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### ***References available upon request***

I shall be highly obliged if you grant me an opportunity to work with you in your esteemed company. I shall accomplish my task with the best of my capabilities, and will prove myself as a responsible person.