

CURRICULUM VITAE

Name:

SAYED ILHANUR RAHMAN



Contact Address:

506, City Center Building - Corniche St
Al Majaz - Al Majaz 1 - Sharjah - United Arab Emirates

E-mail address:

Sayedilhan123@gmail.com

Contact number:

+971524793794

Date of birth:

5th April 1994

Languages known:

English, Urdu, Hindi, Kanada

Nationality:

Indian

Gender:

Male

Career Objective

To Integrate with the vision of the organization with integrity, explore my creative talent in marketing and sales to grow and contribute to the growth of the company...

INS PVT LTD

Human Resource Assistant -July 2018 – Present

Work Experience:

- Create new programs, procedures, and policies and oversee the day-to-day human resource projects and tasks for companies.
- Oversee all human resources functions at both the routine and strategic level as well as all recruiting efforts for these rapidly growing companies.
- Oversaw all talent acquisition efforts as well as all facilities information technology, and office administration concerns.
- Provided human resources support and guidance for multiple companies include policies, procedures, training
- Planning of new programs/strategies as those items impact the attraction, motivation, development, and retention of the employees.
- Providing strategic oversight and direction to organization' s HR policies and practices; presenting innovative ideas/ initiatives to build and nurture a mutually professional and positive relationship among employees.
- Leading the constant drive and focus to improve efficiency of HR operations such as manpower planning, hiring, salaries processing, performance management and employee relations among others.

Century21 PVT LTD

Property Consultant (Sales & Marketing)- May 2016 – April 2018

- Responsible for sale, resale and leasing of properties in Bangalore.
- Periodically briefed and updated the director on the sales.
- Completed numerous acquisitions and the liquidations of the properties in the various Bangalore locations.
- Achieved the monthly targeted sales figures.
- Developed new business avenues especially in the brokerage sales.
- Networked with multiple agencies and developers and concluded numerous collaborative sale transactions on regular periods.
- Recommended methodologies and new techniques for improving brand image and lead generation.
- Responsible to achieve sales and margin objectives along with the team.
- Responsible for maintaining sales records and documentation.
- Establish good working relationships with clients, brokers and colleagues.

Knowledge International School

Admin Officer- June 2015 – April 2016

- Evaluate school curricula and revise when needed.
- Monitor teaching standards by making quarterly teachers' evaluation.
- Assist teachers, principals and vice principals in operating and managing the whole school
- Handle recruitment and training of teaching and support staff.
- Create and implement admissions and registration procedures.
- Coordinate the purchase of school materials and equipment and ensure timely and accurate delivery
- Ascertain appropriate scheduling of staff and ensure that schedules are followed appropriately.

Major Strengths	<ul style="list-style-type: none"> • Good presentation skills. • Recognized for professionalism, positive attitude, commitment to excellence and ability to interact effectively with senior management and associates. • A confident speaker at group discussions and conferences. • Able to work under own initiative. • Quick learner, good analytical and problem solving skills. • Project and deadline oriented team player who values interpersonal relationship. • Good temperament and patience.
Education:	<ul style="list-style-type: none"> • Bachelor of Business Administration [Year of Passing: 2015] (with distinction-Specialization in Marketing) Karnataka University, India
Computer skills:	<ul style="list-style-type: none"> • Proficient in Windows, Ms Office,.
Interests:	<ul style="list-style-type: none"> • Learning different cultures, geographies, demography's • To interact with people of diversified backgrounds. • Long distance swimming.