

MOHAMMAD RASHID MANZOOR

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Address: Frij Murar Deira, Dubai, UAE



CAREER OBJECTIVE:

A motivated person aspiring to work in an organization to learn, develop and implement solutions and constantly learn in the process, and contribute in the whole organizational growth. To live honest and hard life to work in a highly challenging competitive environment for the enhancement of my creative abilities and optimum profitability of the organization.

PROFILE:

- Good knowledge of Computer operating
- Typing speed 30 w.p.m approx.
- Good verbal and written communication skills
- Good at problem solving and excellent in maintaining interpersonal relationship.

PREVIOUS JOB EXPERIENCE (April 2019 March 2021)

Computer Zone India, HR/Admin Assistant

- Maintain employee records (soft and hard copies)
- Update HR databases (e.g. new hires, separations, vacation and sick leaves)
- Assist in payroll preparation by providing relevant data, like absences, bonus, and leaves
- Prepare paperwork for HR policies and procedures
- Process employees' requests and provide relevant information
- Coordinate HR projects, meetings, and training seminars
- Collaborate with the Recruiter to post job ads on careers pages and process incoming resumes
- Manage the department's telephone center and address queries accordingly
- Major responsibility is to deal with all the documents of the company and make sure that they all are kept at their specific place.
- To ensure that all the documents and files have the specific name, no errors will be there and complete checked before submission.
- Updating Employee Details.

EDUCATIONAL QUALIFICATION:

- Graduate (Bachelor in Computer Application) from LNMI .
- Intermediate (12th) from BSEB in year 2015, with aggregate 60% from Quazi Ahmad Inter College, Darbhanga.
- Matriculation (10th) from CBSE Board in year 2013, with aggregate 73% (7.8 CGPA) from Mother's International Academy, Patna

COMPUTER SOFTWARE SKILLS:

- Operating System: Windows
- Application Package: MS Word, MS Excel, MS Power Point, MS Outlook

STRENGTHS:

- Determined to learn with practical approach
- Hardworking and Punctual.
- Positive attitude towards every aspect and being open minded.

LANGUAGES KNOWN:

English, Hindi

HOBBIES:

Playing Football, Reading Book

PERSONAL DETAILS:

Date of Birth: 25-04-1998
Nationality: Indian
Religion: Islam
Father's Name: Md Manzoor Alam
Marital Status: Unmarried
Visit Visa valid up to 15-02-2022

DECLARATION:

I hereby declare that the above information is true to the best of my knowledge and belief, if given a chance, I can prove myself.

Date:

Place:

(Mohammad Rashid Manzoor)