

ABDUL NIZARUDEEN. J

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Career Objective:

To work in a challenging environment where can I make use of my talents and prove my abilities for the growth of the company, and to enhance my career by way of working in a vibrant company, which paves the way for the same. Seeks for a challenging position as operations department coordination at a growth-oriented firm, which will allow me to both further utilize my skills and acquire new abilities.

Profile Summary:

- Human resources generalist with progressive experience managing employee benefits & compliance, employee hiring & onboarding, performance management processes, licensure tracking and HR records.
- Dependable and organized team player with the ability to communicate effectively and efficiently. skilled at building relationships with employees across all levels of an organization.
- Proficient with HRIS, applicant tracking and benefits management.

Education:

- **Master of Business Administration (MBA) (APRIL 2019)**
Major: Human Resource
Bharathidasan University, India
- **Bachelor of Business Administration (BBA) (APRIL 2017)**
Major: Business Administration
Bharathidasan University, India

Computer Skills:

- **Software Known:** Microsoft Office.
- **Operating System:** Windows, Linex.
- Configuring and troubleshooting desktops, laptops.

Academic Project's:

Title: A Study on Employee Time Management in Sisco Solar Private Ltd

Experience:

- **Working as a Transport manager in Relax Transport Pvt Ltd, India (2020-2021)**

Duties and Responsibility

- Making sure vehicles are properly maintained
- Inspecting vehicles
- Arranging repairs and routine maintenance
- Ensuring that all drivers and operators have the correct, up to date qualifications
- Reducing the risk of vehicle overloading
- Maintaining and completing accurate records

- **Working as a Sales Executive in Hatsun Agro Product Limited, India (2019-2020)**

Duties and Responsibility

- meeting with clients virtually or during sales visits
- demonstrating and presenting products
- maintaining accurate records
- attending trade exhibitions, conferences and meetings
- reviewing sales performance
- working towards monthly or annual targets.

Personal Strength:

- Ability to multi-task, organize and prioritize work while meeting multiple deadlines.
- Willing to learn, smart work and work with people in groups.
- Adaptability to the circumstances and latest trends.
- Ability to work under pressure and meet close deadlines.
- Ability to analyse and prepare documents, reports, and correspondence.
- Ability to process and handle confidential information with discretion.

Personal Information:

Father's Name	:	JAHIR HUSSAIN
Date of Birth	:	26 th March,1996
Gender	:	Male
Marital Status	:	Single
Nationality	:	Indian
Languages Known	:	English, Tamil and Malayalam
Passport no	:	T6588185
Visa Status	:	Visit Visa
Visa Expiry	:	07 th JAN 2022

Declaration:

I hereby declare that the above furnished information is true to the best of my knowledge and belief.

ABDUL NIZARUDEEN J