



MUHAMMED RAZL

HR ADMINISTRATOR

Professional Goals

Bilingual Human Resources administrator offering two years of progressive success in HR roles. Strong foundation of utilizing excellent communication and emotional intelligence to build strong teams and cultivate positive work cultures. Superior employee relations acumen and passion for recruiting, retaining and supporting high-quality talent to drive company growth

Get in touch!

Mobile:

+97156-6172768

Email:

Muhammedrazl6677@gmail.com

linkedin;

<http://linkedin.com/in/muhammed-razl-60024420a>

Address:

AL NAHDA-DUBAI
UNITED ARAB EMIRATES

Work Experience

HR MANAGER AND ADMINISTRATOR

CALICUT GROUPS OF RESTAURANTS / 2019-2021

- Maintained optimal staffing levels by tracking vacancies and initiating recruitment and interview processes to identify qualified candidates
- Implemented new-hire program by incorporating training initiatives while resolving problems and processing related documents
- Led opening and closing procedures and conducted cashier drops,cash control, and vault monitoring
- Operated POS cash register and equipment to collect payments
- Communicated with customers and team members to solve problems

WAREHOUSE ASSISTANTS

SINDHU LOGISTICS AND CARGO SERVICES /2018-2019

- Kept all documentation and records accurate and up-to-date with latest data to prevent errors in processing of delivery.
- Maintained strong vendors connection , including arranging pricing and delivery structures and managing specific shipment or paperwork concerns
- Maintained accurate inventory records to provide data for use in audits and completions of order requests
- Sorting out incoming and outgoing daily posts and answering any queries.

Academic History

- MASTER OF BUSINESS ADMINISTRATION

HUMAN RESOURCE MANAGEMENT / PONDICHERRY UNIVERSITY

2016-2018

- BACHELOR OF COMPUTER APPLICATIONS

PONDICHERRY UNIVERSITY

2012-2015

Professional Skills

- STAFF MANAGEMENT
- DRAWER MANAGEMENT
- RECRUITMENT
- CUSTOMER SERVICE
- BUSINESS DEVELOPMENT
- MS OFFICE

Languages Knowns

- ENGLISH
- ARABIC (read&write)
- HINDI
- MALAYALAM