



NIZAAR A

PHONE

95009 16402

E-MAIL

rayasnizaar@gmail.com

OBJECTIVES

Being motivated with strong analytical and development skills wanted to become part of an organization and full fill my desire of acquiring knowledge and pleasure working with my profession.

WORK EXPERIENCE

Company Name : **RR Groups (Constructions & Housing Pvt Ltd.,)**
Designation : **"HR / Admin"**
Duration : 01/2021 - Present

Responsibilities

- Co-Ordinate with all Project Manager on Management Activities.
- Maintaining Attendance and Employee records.
- Assisted employees as needed and resolved benefit issues.
- Managed office documentation & Agenda Management.
- Assisting Payroll Management
- Data entry in ERP Tally .

Company Name : **Ejobs Info Tech India Pvt Ltd.,**
Designation : **"HR RECRUITER"**
Duration : July 2019 - April 2020

Responsibilities

- Sourcing the Candidates via Naukri, Indeed, and Social Networks.
- Doing the first level of screening and based on the candidate profile interview is scheduled.
- Follow up the candidates and their results with the client.

INTERNSHIP & PROJECTS

- Completed internship at "Diraa HR Services" entitled as "Employee Motivation" from December 2018 to April 2019.
- Completed internship at "SakthiFinance Financial Services Limited" entitled as "Organization study" from June 2018 to July 2018.

SKILLS

- Skills in Microsoft Word, Excel and PowerPoint.
- Strong Communication.
- Employee Feedback & Recognition.
- Quick - Learning Skills.

AREA OF INTEREST

- Human Resource Management.
- Employee Relations.
- Human Resource Information & Payroll.
- Logistics and Operation Management

ACHIEVEMENTS

- "A" Level Certificate in NCC.
- Participated in Business Event at IIM, Kozhikode, has presented Business Plan " Campervan".
- Organized "Kovai wonder Women" on Regard of Women's Day.

EDUCATION

MBA (HR & MARKETING) (2017 - 2019)

- College: SNS College of Technology, Coimbatore
- University: Anna University, Chennai
- CGPA: 8.8

BE (MECHANICAL ENGINEERING) (2013 - 2017)

- College: KGiSL Institute of Technology, Coimbatore
- University: Anna university, Chennai
- CGPA: 6.5

HSC (2011 - 2013)

- School: Sri Gopal Naidu Hr.Sec.School, Coimbatore
- Board: State Board

S.S.L.C (2010 - 2011)

- School: Sri Gopal Naidu Hr.Sec.School, Coimbatore
- Board: State Board

PERSONAL DETAILS

Name	Nizaar A
Date of Birth	12th June 1995
Gender, Marital Status	Male, Single
Linkedin	linkedin.com/in/nizaar-a-4a0802171
Nationality	Indian
Languages	English, Tamil, Hindi, & Urdu
Address	No 14, Jai Nagar, Peelamedu, Coimbatore - 641004.

DATE :

PLACE : COIMBATORE

(NIZAAR A)