

**Mohamed vasim faisal. M**

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## CAREER OBJECTIVE

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To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

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## SKILLS

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- PGDCA(Post graduate in diploma computer application)
- Good Communication skills(verbal&written)
- Proficient in MS word and excel and PowerPoint
- well organized details oriented and ability to multitask
- Knowledge in hiring process and payroll management
- Ability to lead team providing direction and supervision wherever applicable

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## EXPERIENCE

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Jun-2022 - Dec-2022

### INTERIM UNIT MANAGER

Managed all human resources functions in a 100 employee e-commerce firm.  
•Used strong data entry skills to update and maintain employees records.  
•Creating and sending invoices and statements to customers.  
•Tracking payments and ensuring that the cash flow into the company is buoyant.

Jun-2021 - Dec-2021

### Supervisor

- Budget design and materials for set construction and dressing.
- Hire and schedule crews for each stage and event.
- Led training for customers associates and best practices.

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## PROJECTS

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### Project Name: Employee satisfaction

**Role:** A study of employee satisfaction towards safety and welfare adopted in godrej consumer product limited in karaikal.

**Team Size:** 8

**Project Duration:** 4 Day

### Project Detail

Godrej consumer product limited in karaikal

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## EDUCATION

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Degree/Course	Institute/College	University/Board	Percentage/CGPA	Year of Passing
M.B.A (HR) Master of business administration.	EGS PILLAY ARTS AND SCIENCE COLLEGE	Bharathidasan University	75 %	2021
B.B.A Bachelor of business administration	Jamal mohamed college in Tiruchirapalli	Bharathidasan university	70 %	2019

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## ACHIEVEMENTS

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### Sports

-Won Treasure hunt First Place in Annai college

### Seminar

-State level workshop on promotting young experience

### Workshop

-one day workshop on employability skill development

### Managerial

Boosted my department's internal NPS scores by 15 %in 2 months

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## STRENGTHS

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- Detailed oriented
- Teamwork
- Technical skills
- Adaptability

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## HOBBIES

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- computer programming
- Marketing
- Photography

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## DATA ANALYSIS

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Providing expertise in data storage structures, data mining, and data cleansing.

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## PERSONAL DETAILS

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Address	Sholinganalur,Opposite to SLK stays men's hostel,Chennai. Chennai, Tamilnadu., 600 119
Date of Birth	01/06/1998
Gender	Male
Nationality	Indian
Marital Status	Single
Languages Known	English, Tamil

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## DECLARATION

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I solemnly declare that all the details given above are accurate, and I bear the responsibility for any variation from them in the future.

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