

Mohamed Fassil S


Financial Analyst | Operation & logistics | Business Developer | Creative and Innovative Thinker | Projects and Research Works | Published Patent Works
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OBJECTIVE


To leverage my MBA education and diverse internship experiences in finance and operations towards securing a dynamic role in management, financial analysis, and business development, driving personal and organizational growth.

INTERNSHIP EXPERIENCE


Human Resource Assistant Intern, Bluechik Softwares, Chennai

-  JAN 2024 - Ongoing
📍 Chennai, Tamil Nadu
- Assist in hiring and integrating employees while maintaining records and ensuring compliance with laws and company policies.
 - Support HR operations through administrative tasks, documentation, data entry, and fostering continuous learning opportunities for professional development.
 - Enter HR-related data into the company's systems accurately and generate reports as needed for analysis or decision-making purposes.
 - Take the opportunity to learn about various HR functions and gain hands-on experience in a professional work environment.


Assistant Squad leader - Human Resource Management - Intern, GAO TEC INC., CANADA

-  JAN 2023 - OCT 2023
📍 REMOTE
- Assist in sourcing candidates, screening resumes, conducting initial interviews, and coordinating hiring processes.
 - Facilitate the onboarding process, prepare necessary paperwork, conduct orientation sessions, and ensure a smooth transition for new hires.
 - Maintain the Human Resources Information System (HRIS) within MS Teams, ensuring data accuracy, updating employee records, and generating reports as needed.
 - Prepare and distribute HR documents such as offer letters, employment contracts, and company policies, ensuring compliance with regulations.
 - Provide general administrative support to the HR team, including document preparation, scheduling meetings, and maintaining office supplies, contributing to overall department efficiency.




Accounts Executive Intern, Bass Infratel Pvt. Ltd. Trichy

-  JUL 2022 - SEP 2022
📍 Trichy, Tamil Nadu
- Supporting the finance team in preparing financial statements and reports.
 - Recording financial transactions accurately into accounting software or spreadsheets.
 - Actively engaging in learning opportunities to gain hands-on experience and improve financial skills.

Sales And Marketing Intern, Ifortis Worldwide American Ruler Pvt Ltd Company

-  JUL 2022 - SEP 2022
📍 REMOTE
- Assisting in generating leads through various channels such as cold calling, email campaigns, and social media outreach.
 - Assisting in managing social media accounts by creating and scheduling posts, monitoring engagement, and analyzing metrics.

EDUCATION

- MASTER OF BUSINESS ADMINISTRATION - SAVEETHA ENGINEERING COLLEGE, CHENNAI -  2023-2025 (CGPA: 8.2(UPTO 1ST SEM))
- DIPLOMA IN HUMAN RESOURCE MANAGEMENT - UNIVERSITY OF MADRAS, CHENNAI  2023-2024 (ONGOING)
- BACHELOR OF COMMERCE- JAMAL MOHAMED COLLEGE, TRICHY -  2020 - 2023 (CGPA: 8.1)

PATENT

- Patent published entitled “LOCATASTE- Localized Consumer Insight and Product Suggestion” 2023410669634 on 20.10.2023
- Patent published entitled “WORKSENSE PRO-Elevate Work Performance with AI Wisdom”202341074569A on 15.12.2023

PUBLICATION

- Paper published in INTERNATIONAL JOURNAL OF CULTURAL STUDIES AND SOCIAL SCIENCE entitled as “Customer Opinion in Food: Taste, Smell, Cleanliness and Scientific Proven” ISSN 2347-4777, vol 20, issue 01, No. 09, PP:134-139(UGC CARE LISTED JOURNAL).
- Paper published in PRIMAX INTERNATIONAL JOURNAL OF COMMERCE AND MANAGEMENT RESEARCH entitled as “An Analysis of Contribution of Self-Help Group on Financial Growth of Tiruchirappalli City” ISSN 2321-3612, vol 01, Jan 2024, PP:59-65 (peer published journal)
- Paper published in PRIMAX INTERNATIONAL JOURNAL OF COMMERCE AND MANAGEMENT RESEARCH entitled as “Human Resource Sustainability Towards Entrepreneurship in India” ISSN 2321-3612, vol 02, Jan 2024, PP:233-237 (peer published journal)

CERTIFICATIONS

PGDCA-Infinity design (CADD & tally institution), TRICHY- 3months (Jun 2022 - Aug 2022)

LANGUAGE

Proficiency in English (read, write, speak)
Proficiency in Tamil (read, write, speak)

COMPUTER SKILLS

Accounting software (TALLY ERP-9)
SPSS

DECLARATION

I’m hereby declare that all the above information is true and best of my knowledge

Yours faithfully,