

CURRICULAM VITAE



WASIF MOHAMMAD

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CAREER SUMMARY:

- ✚ Seeking a position with opportunity to grow my career by taking up a leading role HR coordinator. A motivated and dedicated HR professional driven to contribute expertise in problem-solving and organizational development to a successful team. person-oriented and competent individual looking to gain extensive knowledge of managing the relationship with employees.Strong interest in HR coordinator and have developed excellent communication ,organization and interpersonal skills.i am confident that my passion for fostering a positive work environment,along with my ability to effectively manage various HR tasks ,make me a strong candidate for this role.

QUALIFICATIONS:

- Strong interest in HR and eagerness to learn about various HR functions.
- Excellent communication and interpersonal skills.
- Highly computer literate with capability in email.Proficiency in Microsoft Office Suite (Word, Excel, Power Point).
- Detail oriented and highly organized with the ability to multitask and prioritize tasks effectively
- Excellent knowledge of spoken and written English.
- Ability to work underpressure.
- Punctual, able to follow directions, to take criticism, to get along with co-workers,supervisors with respect and courtesy, and to refrain positive approach.

EDUCATIONAL QUALIFICATION:

- Bachelor Degree(Bsc): I have Completed Bachelor Degree (Bsc) in Hospitality Management from Telangana University in Hyderabad, India.
- I have Completed my Intermediate in Sri Kakatiya Jr collage, Nizamabad
- I have Completed my SSC (Secondary School Certificate) from SHVNHigh School, Jannepally.

Experience:

- I have worked as a Human Resources coordinator in Greenpark by Marigold 5* Hotel Hyderabad in india from 9th febrauray2023 to23rd August2023.

SKILLS :

- Written and verbal communication.
- Positive attitude and Team worker.
- Self-motivated and a passion for hospitality
- Excellent communication and customer service skill
- Strong Planning and organizational skills
- Physically fit,healthy and well groomed.

PERSONAL DETAILS: -

- Name : MOHAMMAD WASIF
- Father Name : Lal Mohammad
- Date of Birth : 17-05-2001
- Nationality : India
- Marital Status : Unmarried
- Hobbies : Listening Music, Reading Books, Watching Sports.
- Passport No : U8680760
- Passport Expiry : 11/02/2031

I hereby declare that the above statements are true and correct to the best of my knowledge and belief.

Sincerely,
WASIF MOHAMMAD