

Farhan Galiyara Automobile Engineer

ADDRESS –Sanjari Apartment Block no: 10, Near Marriage Hall, Pethapur, Gandhinagar

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CAREER OBJECTIVE

Seeking an opportunity to handle challenging role and responsibilities in area of human resource operations and training & development so that I can use my skills, ability and little bit of experience to accomplish objectives of the organization.

SYNOPSIS

Automobiles Engineer equipped with essential skills like to learn new things with positive attitude, result oriented, Good communication, and good negotiation power.

AREAS OF EXPOSURE

- Good communication and written skills
 - Good organizational skills and problem solving attitude
 - Problem solving attitude and elaborative approach
 - Profound knowledge of this field and ability to assimilate the skills for The better results
 - Administration, Recruitment cycle operations, Employee relation
 - Employee engagement activities, Networking with people
 - Performance appraisal, Program management
 - Training & need assessment process, Training delivery & designing training program
 - Psychometric testing, Team leader & motivation of the followers
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AUTOMOBILE QUALIFICATIONS

Diploma Automobile Engineer with specialization in automotive technology from Gujarat Technological University in 2019 with Distinction. (8.6 SPI)

ACADEMIC QUALIFICATIONS

Secondary Schooling with Distinction grade from MSBSHE in 2014

Higher secondary with 2nd grade from MSBSHE in 2016

EMPLOYMENT HISTORY

NANDA AUTOMOBILES PVT LTD – AUTHORIZED DEALER OF MARUTI SUZUKI ARENA

Working As a **HR/ADMIN Executive**

From Jan 2018 to till Date.

Role & Responsibilities:

Recruitment & selection, training & development, performance appraisal, employee retention, employee welfare, statutory compliance liaison with Government officials etc. Administration activities like housekeeping maintenance, security, travel & ticketing, pantry etc. looking after day to day office activities, record attendance and checking attendance register, recruitment process, salary increment, counseling employees preparing offer/appointment and various other letters and issue them to employees studying performance of the employees and motivate them taking in-house training sessions, preparing various MIS

COMPUTER PROFICIENCY

Operating Systems: XP, Window 7/10

Office Packages: Word and PowerPoint, Outlook, Good at Excel (V lookup/H lookup/Pivot Table), Microsoft office

other suites: Internet & E-mail operations

AREAS OF INTEREST

Listening shayri's and mushayra of Rahat Indori Sahab which are big stress busters for me also interested in traveling & driving for the purpose of work.

PERSONAL DOSSIER

Date of Birth: 8th March 1999

Marital Status: unmarried

Languages Known: Hindi, English and Gujarati.

REFERENCE

Available on request.

(Farhan Galiyara)