**Curriculum Vitae**

**Faruk M Fakir**, **E-Mail**: farukfakir20143@gmail.com

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Dist:-Ahmedabad

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**CAREER OBJECTIVE:**

To achieve a challenging position in the field of Human Resource and Development that will utilize my skills and problem solving abilities and to be a part of a team that dynamically works towards the growth of the organization.

**PROFESSIONAL EXPERIENCE:**

* I have joined **VODAFONE** (assure) as **Human Resource Professional** From 24th July, 2010 to Dec-2012

* I am worked with **TROIKKA PHARMA** as  **H.R. Executive** since JAN 2013 to JUNE 2014

* I am worked with **RELIABEL FIRST** as **Senior HR Recruiter** JUNE 2014 to 1.Aug.2015.
* I am worked with **BHAKTI MANAGEMENT SERVICES PVT. LDT**.**(GANDHINAGAR)** as **Operation Executive** 8.Agu.2015 to FEB.2016.
* I currently work with **INDICOROP INDIA SERVICES PVT. LDT**. as **Operation Executive + HR Recruiter** Joining 11.FEB.2016 Till work

**Job Responsibilities:**

* **HR Activities:**
* **Recruitment &** Joining Formalities
* Recruitment & Selection
* New Joining Formalities
* Internal Communication & Relationship.
* Internet browsing (receiving and sending e-mail)
* **Personnel – Industrial Welfare account:**
* Preparation of Salary & Wages, Over Time, Sunday Working, Incentive Monthly.
* Monitoring Leave Record.
* Analysis of personal & Office Maintenance problems.
* Preparation of full & final settlement, welfare gets together.
* **M.I.S Reports:**
* Daily late coming reports.
* Daily absents sum report.
* Ticket booking file.
* **Other Functions**
* Internal Communication & Relationship.
* Make all logistics arrangements like Air ticket booking, hotel arrangements, transportation etc.
* Coordination with the vendors regarding ticket booking, Printing letterheads, Envelops and visiting cards etc.

**Achievements**

* Help in developing the HR software named HRIS portal. Because of this all things become transparent everyone can see his leave records, attendance, Online salary slip etc.
* Developed the whole HR department in the organization.

**ACADEMIC QUALIFICATION**

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| **Examination** | **Board** | **Month/Year** | **% Marks** |
| B.Com | G.U. | 2009 | 60.89 |
| HSC(XIIth) | G.H.S.E.B. | 2006 | 68.00 |
| SSC(Xth) | G.S.E.B | 2004 | 68.29 |

**PERSONAL INFORMATION**

Name Faruk MehboobBhai Fakir

Date of Birth 18rd Sep, 1988.

Gender Male

Marital Status Married

Nationality Indian

Religion Muslim

Languages known English, Hindi, and Gujarati

**DECLARATION**

I hereby declare that the above mentioned information is true to the best of my knowledge and belief.

Date: - Faruk M Fakir