**RIYAS AL MOHAMED U**



**E-MAIL ID:** [**riyasmohammedfast@gmail.com**](mailto:riyasmohammedfast@gmail.com)

**CONTACT NUMBER: +91 8220424408**

**PASSPORT NO: N9091517**

**ADDRESS: 2/210 M G R NAGAR**

**NAGAMANGALAM,TRICHY-12**

**CAREER OBJECTIVE:**

To seek a profession in an esteemed organization to utilize my skills, abilities in an industry that offers professional growth while being resourceful, innovative and flexible.

**QUALIFICATION:**

**EDUCATIONAL QUALIFICATION:**

* **D.C.E** (*DIPLOMA IN CIVIL ENGINEERING*) From J.J. Polytechnic College, Trichy in the year 2016 with 68% (2013-2016)
* High school(10th) from Crea Children’s Academy Matriculation Higher Secondary School in 2013 with 82%

**SUMMARY OF QUALIFICATIONS:**

* Excellent interpersonal skills; organized, professional, diplomatic, cooperative, and trustworthy team player.
* Meet deadlines, goal -directed, strong on follow-up, and good under pressure.
* **Computer Literate**: Ms Office and Working Knowledge of Internet, Adobe Photoshop, Bulk Mailing Software.

**EXPERIENCE:**

**Position title: Freelancing -HR Executive**

***Company name: ABR AGRO & ALLIED PRODUCTS COMPANY***

**Position time period: Aug 2013 – 2015**

* Managing complete recruitment life-cycle for sourcing the best talent from diverse channels after identification of manpower requirements.
* Hands on experience on Job Portals i.e. olx, indeed with sourcing methodologies.
* Handling and coordinating walk-ins and conducting preliminary interview, HR Rounds.
* Negotiating salaries, generating Offer letter and post offer documentation.
* Conducting Exit formalities for reliving employees

**LANGUAGES KNOWN**:

* English – Read, Write, Speak
* Tamil -- Read, Write, Speak

SKILL SETS:

* Excellent presentation skill
* Ability to deal with people,
* Eager to learn new thing,
* Team play & management
* Good analytical and presentation skill

AREA OF INTEREST:

* Recruitment
* Marketing
* Data Management

**STRENGTH:**

* A good team player with strong interpersonal skills
* Strong Commitment & dedication towards work
* Willingness to learn & quick learner
* Positive attitude towards life

**PERSONAL DETAILS:**

Father Name : Umar Farook A

Mother Name : Asiha Banu U

Gender : male

D.O.B : 02.10.1997

Marital status : Single

Nationality : Indian

Interest & Hobbies : Photography

**DECLARATION:**

I hereby declare that the above mentioned details are true and it is framed with best of my knowledge.

Yours truly

Place:

Date: (RIYAS AL MOHAMED

Refernces :-

First Reference :-

Name: Abrahamson Mike

Relationship :- My previous company CEO

Contact Details :-

**Abr Agro & Allied Products Company**

Email: abrahamsomm@gmail.com

Abr Agro & Allied Products Company

7 Asa Afariogun Street

Off Murtala Mohammed International Airport

**Date : August 27** Ajao Estate – Lagos

Nigeria

Phone: 234 806 – 094 – 6351

Second Refrence :-

Name: Ebi Nazer Paul

Relationship : My close friend

Contact Details – [zetebi@gmail.com](mailto:zetebi@gmail.com)

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