CURRICULUM VITAE

**MUHAMMED HASIF PP**

**Mobile :** 0566940998 ****

**Email :** [muhammedasifpp6@gmail.com](mailto:muhammedasifpp6@gmail.com)

**Profile**

Qualified and talented professional with Human resource training experience. Capable to handle human resource related things, recruitment, solving organisational issues, Counselling, employee satisfaction and make a peaceful atmosphere in the organization**.**

**Career Objective**

Result oriented self starter and team player with ability to manage the employees and identifying the issue and make a comfortable decision for both employees and the organization, hard working and good listening, easily adapt new environment, interact well with organisational peoples, work in a challenging environment and willingness to learn new ideas , posses good communication, interpersonal skills, coordination, counselling, problem solving and customer services.

Intend to build a career with a respectable organization that will help me to enhance my skills and to provide my best for the organization.

**Work Experience - 4 Months**

**1 . Human Resource Management Trainee**

**TI CYCLES OF INDIA PRIVATE LIMITED –Chennai, India**

**06th July 2016 to 06th Oct 2016 (Wednesday&Thursday only)**

**Job profile:**

\*Maintain employee attendance and Preparing operational reports

\*Maintain recruitment process, Making and receiving calls from new candidates regarding available

Jobs

\*Interview with new candidates

\*Training and development

\*Maintain employee files

\*Make joining formalities and verification of certificates

\*General discussion with HR person

\*Formalities of grievance handling, industrial relations

**2 . Human Resource Management Trainee**

**PIL (Pacific International Lines) INDIA PRIVATE LIMITED Chennai- India**

**07th Jan 2017 to 09th mar 2017 (Wednesday&Thursday only)**

**Job profile:**

\*Maintain employee files

\*Make joining formalities and verification of certificates

\*General discussion with HR person

\* Maintain recruitment process, Making and receiving calls from new candidates regarding available

jobs

\*Build a good relation with HR persons and understand the process of recruitment, functions of

Human Resource Management, distribution of salary, provident fund, bonus, gratuity and etc..

\*Analyse the employees problems and make solutions.

**Academic Records**

MSW (Master of Social Work) Specialization in Human Resource Management (Madras University)-2017 - (75%)

BA Sociology (Madras University)-2015 – (65%)

**Academic Milestone**

A study was conducted to know the problems of the helpless labours in a **RICE MILL, REDHILS,** **CHENNAI** and identify their problems and life situations through personal interviews and given some instructions to improve their life.

A research was conducted topic on **“A Study on Various Techniques of Motivation Applied in** **PIL(Pacific International Lines) INDIA PRIVATE LIMITED**.

**Computer Skills**

MS Office and Internet& Email etc..

**Other Skills:**

* Recruitment
* Interview
* Team Building
* Team Management
* Counselling
* Employee Engagement
* Employee Relations
* Motivation
* Problem Solver

**Personal Details**

Father Name : Ashraf PP

Nationality : Indian

Date of Birth :10-08-1994

Marital Status : Single

Languages :English, Malayalam, Tamil, Hindi

**Other Information**

Address **:** khalba, Fujairah

Passport No **:** M6046986

Visa Status **:** Visit Visa

Visa Expire : JAN .10 .2018

**Achievements**

* “Proficiency” award during 2013-2014
* “Proficiency” award during 2014-2015

**Other Certificates**

* Workshop programme in the “Child Rights Sensitization workshop for students of Social Work” organised by Centre for Child Rights and Development-CCRD.
* NSS (National Service Scheme) programme during the period of 2010-2012

**Declaration**

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

Date: MUHAMME HASIF PP