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| **MOHD SHOAIB** |
| [Email: mohdshoaib10@gmail.com](mailto:mohdshoaib10@gmail.com)  Mobile No. :+91-9891416846 |

CURRICULUM VITAE

**SUMMARY**

* Currently working as an **Asst. Manager in HR & Admin Department Q Catalyst – Cost & Construction Management Consultant.**

# MBA from JAMIA MILLIA ISLAMIA.

* Software proficiency in MS Word, MS Excel, PowerPoint & Internet Applications.
* Self-motivated, hardworking and goal-oriented with a high degree of flexibility, creativity, Resourcefulness, commitment and optimism. Conceptually strong with an innovative and Analytical approach to the work with an eye for detail.

**CAREER OBJECTIVE**

Seeking a challenging & responsible position in an organization. I want to see myself as successful person & to be a part of organization that might help me to earn industry recognition. I desire to work with an organization that not only utilize my skills for the growth of the organization, but also provide me ample opportunity for my healthy career advancement.

**WORK EXPERIENCE**

* 1. Company Name : **Q Catalyst Cost & Construction Management Consultant**

Designation : **Asst. Manager in HR & Admin Department**

Duration : **From 25th Nov 2013 to till now.**

# RESPONSIBILITIES:-

* Providing when necessary induction material, manuals, employee handbooks and standardizes forms/reports
* Handling job portals, head hunting, maintaining excellent database.
* Assisting in sourcing candidates, short listing, screening and scheduling interviews.
* Short listing resumes using internal Database, Job Portal, Job Postings, Head Hunting and Networking Sites, Reference etc.
* Coordinating & conducting interviews for selection of best candidates.
* Screening candidates through telephonic and personal interviews.
* Joining formalities.
* Reference check of candidates to ensure their authenticity and relevance.
* Responsible for ensuring timely preparation and distribution of salary with the help of finance department.
* Administration of time office. Leave & attendance management. Time office management, Full & Final settlements of the employees.
* Ensuring required workplace facilities i.e. proper cleanliness, Hygiene and health services, employee support services, Facilities Transport, IT & Telecommunication services, Building construction, Renovation & maintenance, Vendor development and AMCs, safety and security.
* Ensuring harmonious relationship between employer and employee to get optimum productivity at workplace.
  1. Company Name : **Synergy Property Development Services Pvt. Ltd** Designation : **Project Coordinator in Procurement Department** Duration : **From 25th Feb 2012 to 22nd Nov 2013 (18th months)**

# RESPONSIBILITIES:-

* Develop and deliver progress reports, proposals, requirements documentation.
* Prepare Cost comparatives, Pre-Qualification Chart, Tender Report & making Work Orders of different items.
* Documentation Control of all construction related documents.
* Co-ordination with Client & Contractors.
* Schedule the meetings with Client & Contractors.

3. Company Name : **Pinnacle Associate Pvt. Ltd**

Designation : **Coordinator in HR & Admin Department**

Duration : **From July 2007 to June 2011 (4 Yrs)**

**RESPONSIBILITIES**:-

* Managing time office, monitoring leave/attendance records for the purpose of employees.
* Disbursement of wage, salaries and reconciliation
* Checking Full and Final Payment
* Managing daily Administrative Duties, including security, House Keeping, Transport and general maintenance of Building, Plant and Machineries.
* Ensuring harmonious relationship between employer and employee to get optimum productivity at workplace.

**QUALIFICATIONS**

# MBA from JAMIA MILLIA ISLAMIA UNIVERSITY, NEW DELHI

* **B.Sc** from **M.J.P Rohilkhand University Bareilly.**
* **12th** from **M.M Inter College Chandpur Bijnor U.P**
* **10th** from **M.M Inter College Chandpur Bijnor U.P**

**TECHNICAL SKILLS**

* Operating System **:** Ms Windows 98/XP/Vista/7
* Application Software **:** Ms Office (Word, Power Point & Excel)

**PERSONAL SKILLS**

* Ability to manage and prioritise multiple tasks and responsibilities while maintaining a high level of quality service and professionalism.
* The 5 Cs: character, commitment, conviction, courtesy and courage.
* The 4 Ds: desire, direction, dedication and discipline.
* Always work with team spirit & have potential to build up a team.
* Oriented to learn rapidly and grow continuously

**PERSONAL PROFILE**

Name : Mohd Shoaib

Father’s Name : Shabi-Ul Hasan

Date of birth : 01-10-1987

Passport No : M 6661888

Gender : Male.

Nationality : Indian.

Languages Known : English, Hindi, Urdu.

Correspondence Address : R-206 20 Futa Road Joga Bai Ext. Zakir Nagar

Jamia Nagar Okhal New Delhi - 110025

**DECLARATION**

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

**MOHD SHOAIB PLACE-**NEW DELHI

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