



@Mohammedashique



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## MY STATISTICS

Date of Birth	29/06/1997
Nationality	Indian
Gender	Male
Blood Group	A+
Civil Status	Single
Religion	Islam

## PERSONAL SKILLS

- Active listening and managing emotions
- Ability to resolve problems and having teamwork skills
- Superior leadership skills having a long term vision, being productive at all times and leading others to a successful outcome
- Ability to handle pressure situations and dealing with stressful situations in a calm and professional manner
- Professional and confident with excellent diplomacy and negotiation and persuasion skills
- Showing desire to succeed and improve at tasks
- Ability to complete tasks with minimal assistance
- Ability to emphasis more on work ethics

## LANGUAGES KNOWN

English



Malayalam



Arabic



Hindi



Tamil



# Mohammed Ashiq H

MBA FINANCE, HR

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Keralapuram, Kollam, Kerala

## CAREER OBJECTIVE

I seek challenging opportunity where I can use my skill for the success of the organization and to secure a challenging position in a renowned organization to enlarge my learning, proficiency and skill.

## EDUCATIONAL QUALIFICATION

- ❖ **MBA Finance, HR**  
2018-2020 / University of kerala
- ❖ **BBA**  
2015-2018 / University of kerala
- ❖ **HSE** from state board
- ❖ **SSE** from CBSE board

## EXPERIENCE

### HR intern, August 2019

- Overview the daily operations of HR officer in the organization
- Assist in payroll preparation
- Screening resumes and application forms
- Assist in organizing and co-ordinating HR policies and procedures

## ACADEMIC PROJECT UNDERTAKEN

- A study on training and development at Indian rare earths limited Chavara, Kollam, Kerala
- A study on impact of covid-19 on work life balance of employees in petrochemical industry

## CERTIFICATION COURSE

- Completed certification course in fundamentals of digital marketing

## TECHNICAL SKILLS

- Proficient computer knowledge and skills
- Solid MS office skill with a proficiency in excel
- Strong working knowledge of Microsoft applications including outlook, word, PowerPoint
- Familiarity with web servers; Apache HTTP and oracle HTTP

## DECLARATION

I hereby declare that all the above furnished details are true to the best of my knowledge and I bear the responsibility for the correctness of the above mentioned particulars

**Place; Kollam**

**MOHAMMED ASHIQ H**