

## MUHAMMED RIYAZ H

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### **OBJECTIVE**

To Obtain a Creative and challenging position in an Organization that gives me an opportunity for Self-improvement and leadership, while contributing to the symbolic growth of the Organization with my managerial and logical skills.

### **WORK EXPERIENCE**

**Designation** – Assistant HR and Finance Executive

**Organization** – Eceasis group of companies, Trivandrum

**Type of Industry** – IT/BPO firm

**Work Experience** – 6 months

#### **Job role as Assistant HR executive :**

- Support Human Resource Department by screening and interviewing applicants; orienting new employees; submission of PF and ESIC forms to the relevant office.
- makes arrangement for important meetings; sometimes act as Office admin also
- maintain human resources record by recording new hires, transfers, terminations, changes in job classifications, merit increases, tracking vacation, sick and personal time.

#### **Job role as Assistant Finance executive :**

- Managing daily cash balance
- Prepare the expense statement for every month
- Arrange Financial audits and reviews as required
- Prepare the GST calculation statement for every month
- Prepare the TDS calculation for every month
- Support Finance department by do all the financial activities like prepare the needed reports, done project motive works also

### **PRACTICAL EXPERIENCE**

1. One month Internship at Sree Uthradam Thirunnaal (SUT) Hospital, Trivandrum.
2. Visited the following Industries;
  - Milma Dairy, Ambalathara, Trivandrum.
  - Titanium Public Company, Trivandrum
3. Done MBA Project on the topic Study of Comparative Analysis of HDFC Mutual fund and Aditya Birla Mutual fund at Karvy Stockbroking Limited, Trivandrum.

## **ACADEMIC CREDENTIALS**

COURSE	UNIVERSITY BOARD	PASS OUT YEAR
<b>Post Graduation</b> (Master of Business Administration in Finance)	Kerala University	2017
<b>Degree</b> (Batchelor of Commerce)	Mahatma Gandhi University	2015
<b>Higher Secondary</b> (Commerce)	Department of Higher Secondary Education	2011
<b>S S L C</b>	Board of Public Examination	2009

## **ADDITIONAL QUALIFICATION**

1. Diploma in Hospitality from Frankfinn Institute of Airhostess Training, Trivandrum (2011-2012)
2. Diploma in Travel and Customer Service from Frankfinn Institute, Trivandrum (2011-2012)
3. Diploma in Microsoft Office

## **TECHNICAL PROFICIENCY**

Operating System : Windows (7 & 8)  
Application Software : Microsoft Office  
Accounting Software : Tally (pursuing)

## **PERSONAL STRENGTHS**

- ❖ Self Motivate and Discipline
- ❖ Good Interpersonal Skill
- ❖ Honesty and Reliability
- ❖ Good Team Player with excellent attention to details
- ❖ Able to work under pressure
- ❖ Ethical, responsible and Self directed
- ❖ Hard worker, Organized and multi-task oriented

## **LANGUAGES KNOWN**

English	( read, write, speak )
Malayalam	( read, write , speak )
Tamil	( read, write , speak )
Hindi	( read, write )
Arabic	( read, write )

## **PERSONAL DETAILS**

Date of Birth	: 24-11-1993
Father's Name	: Hassan Kannu S
Mother's Name	: Sainaba S
Marital Status	: Single

## **REFERENCE**

**Mr. Shan Radhakrishnan**  
Assistant Professor  
Rajadhani Business School  
Contact Number - +918129797635

## **DECLARATION**

I do here by declare that the above information is true to the best of my knowledge.

Place : Trivandrum

**Muhammed Riyaz H**