



# AJMAL K V

## HR MANAGER



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### SUMMARY

I would like to contribute towards the growth and development of dynamic organization where opportunities to grow both personally and professionally are ample and where I can utilize my skill effectively and efficiently.

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### CAREER

#### 2021 APRIL - PRESENT HR MANAGER

##### MOTIONRAY FZ LLC

- Managing company staff, including coordinating and supporting the recruitment process
- Onboarding newcomers to the company
- Determining suitable salaries and remuneration
- Providing the necessary support systems for payroll requirements
- Developing adequate induction and training
- Supporting employee opportunities for professional development
- Managing succession planning of staff
- Assisting with the performance management and review process

#### 2018 - 2021 MARCH

##### MVM TRADERS KERALA,INDIA

#### OFFICE ADMINISTRATOR

- Manage manual Accounts
  - Keep stock of office supplies
  - Place orders
  - Planning and organizing
  - Maintain successful business relationship
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## EDUCATION

2018

### MBA IN HUMAN RESOURCE MANAGEMENT

Bharathiyar University ( 2018)

2015

### BSC CHEMISTRY

Calicut University (2015)

## KEY SKILLS

- Employee relations
- On boarding
- Performance management
- Teamwork and collaboration
- Scheduling
- Customer service
- Project management

## PERSONAL DETAILS

Date of Birth : 07-07-1994

Nationality : Indian

Religion : Muslim

Passport Number : R3901364

## DECLARATION

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