

MULLA MOHAMMED FAISAL
MOB: +91 9699275409
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Objectives:

To seek challenging avenues, where my potential matches the organizations need to contribute to the organization's goal.

Personal Strength:

- Willingness & ability to adapt to different situations, people and environment.
- Determination to complete the task on hand.
- Willingness to accept new challenges and additional responsibilities.

Summery of Experience:

- Worked as a “ **HUMAN RESOURCES CO-ORDINATOR** ” in **ALBAB CONSULTANT** since 15TH MARCH 2011 till 25 October 2018.

Nature of Work:

- Preparing Office Correspondence Letters.
- Maintaining Employ's Records, Paper Work and Documentation.
- Updating Job Requirements When needed
- Attending the Calls.
- Checking and Sending E-mails to the Company.
- Data Entry.
- Arranging Interviews for candidates

Educational Qualification:

- **COMPLETED GRADUATION TYB.COM MUMBAI UNIVERSITY FROM AKBAR PEERBHOY COLLEGE OF COMMERCE AND ECONOMICS.**

Professional Qualification:

- Basic Computer(Windows, MS Office2003, Workshop on Internet).
MIS 3 YEARS COURSE FROM GNIIT

Software Skills

- **Application Software : Photoshop.**

Typing:

- English

Personal Details:

Full Name	:	Mulla Mohammed Faisal AbdulWahab
Date of Birth	:	27 October.1987
Nationality	:	Indian.
Religion	:	Islam.
Marital Status	:	Single.
Languages Known	:	English, Marathi and Hindi.
Hobbies	:	Cricket, Music & Two Wheeler Driving
Permanent Address	:	G/68 Room No 10 MangliKandooriChawl R.S NimkarMarg Mumbai -400008.
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Passport Details:

Old Passport no.	G0447682
New Passport no.	S0154095
Nationality	INDIAN
Place of Issue	MUMBAI
Date of Issue	28/02/2018
Date of Expiry	27/02/2018