

MUHAMMED MAKSOOD K

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📍 Bangalore

SUMMARY

Goal-driven professional with a MBA in HR Management and HR Analytics. Fully familiar with various phases of the recruitment cycle right from posting the job description to employee onboarding and orientation. Maintains management guidelines by preparing, updating and recommending human resource policies and procedures.

EDUCATION

POST-GRADUATE (MBA)

M,S RAMAIAH UNIVERSITY OF APPLIED SCIENCE

2022 - Present 📍 BANGLORE

UNDER-GRADUATE (BBA)

MHES COLLEGE OF ARTS AND SCIENCE

07/2019 - 07/2022 📍 KERALA

HIGHER SECONDARY EDUCATION

SHANTHINIKETHAN HIGHER SECONDARY SCHOOL

06/2016 - 03/2018 📍 KERALA

SKILLS

STRONG ORGANIZATIONAL SKILL TIME MANAGEMENT SKILL

EXCEPTIONAL COMMUNICATION AND INTERPERSONAL SKILLS

ABILITY TO WORK INDEPENDENTLY AND AS PART OF A TEAM

DETAIL-ORIENTED AND ABLE TO HANDLE MULTIPLE TASKS SIMULTANEOUSLY

INTERNSHIPS

HR Intern

E PLANET THE ELECTRONIC STORE

11/2023 - 01/2024 📍 Kerala

CERTIFICATION

MICROSOFT EXCEL

G20-DIA SUMMIT

MANAGEMENT DEVELOPMENT
PROGRAMME

LANGUAGES

MALAYALAM

Native



ENGLISH

Proficient



KANNADA

Intermediate



HINDI

Advanced

