



# Muhammed Thariq

Seeking a challenging and dynamic role in a reputed organization that values innovation, growth, and learning, where I can leverage my skills and experience to contribute to the organization's success and achieve my professional goals. Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability and exceptional interpersonal skills.

## CONTACT

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### Address

Calicut 673315

## EDUCATION

### MBA - HR & OPERATIONS

College Of Engineering Trivandrum  
2020-22

### B-Tech - Mechanical Engineering

M-DIT Calicut University

## SKILLS

- Leadership and Management
- Analytical Skills
- Time Management
- Adaptability and Flexibility
- Effective Communication
- Problem-solving aptitude

## LANGUAGE

English

Malayalam

Hindi

Arabic

## EXPERIENCE

### Workforce Management, August 2023 - Present

UST Global | Trivandrum, India

- Developed and executed sourcing strategies to support the recruitment needs of various departments within the organization
- Assisted in the recruitment process by providing input on job descriptions, interviewing candidates.
- Evaluated existing resource management practices and identified opportunities for cost savings or efficiency gains.
- Conducted thorough candidate assessments, including resume screening, phone interviews, and skills assessments, to evaluate suitability for specific roles.
- Collaborated with hiring managers to understand staffing requirements and provide timely updates on candidate pipelines and recruitment progress

### HR - Intern, June 2023 - August 2023

ETPK - Government of Kerala | Trivandrum, India

- Assisted in the administration of HR policies and procedures, including recruitment, selection, and onboarding.
- Managed the employee database and prepared HR reports on attendance, performance, and turnover
- Provided support in developing and maintaining employee files, including onboarding paperwork and other documents.
- Created job postings and placed them on various job boards and websites.
- Researched and identified potential candidates for open positions.

### Talent Acquisition Specialist, August 2022 - April 2023

Aeromec Air-conditioning Company | Calicut, India

- Collaborate with department heads to identify staffing needs and job requirements.
- Coordinate end-to-end recruitment process, including sourcing, interviewing, and onboarding candidates.
- Reviewed resumes, applications, and other documents submitted by applicants.
- Utilize job boards, social media, and other recruitment channels to attract and hire top talent

## CERTIFICATIONS

### NPTEL CERTIFICATE ON MANUFACTURING STRATEGY

Indian Institute of Technology Roorkee

## ACTIVITIES

- Volunteer Work
- Student Organizations
- Sports and Athletics