

CURRICULUM VITAE

MUHAMMED HASIF PP



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Profile

Qualified and talented professional with Human resource training experience. Capable to handle human resource related things, recruitment, solving organisational issues, Counselling, employee satisfaction and make a peaceful atmosphere in the organization.

Career Objective

Result oriented self starter and team player with ability to manage the employees and identifying the issue and make a comfortable decision for both employees and the organization, hard working and good listening, easily adapt new environment, interact well with organisational peoples, work in a challenging environment and willingness to learn new ideas, posses good communication, interpersonal skills, coordination, counselling, problem solving and customer services.

Intend to build a career with a respectable organization that will help me to enhance my skills and to provide my best for the organization.

Work Experience - 4 Months

1 . Human Resource Management Trainee

TI CYCLES OF INDIA PRIVATE LIMITED –Chennai, India

06th July 2016 to 06th Oct 2016 (Wednesday&Thursday only)

Job profile:

- *Maintain employee attendance and Preparing operational reports
- *Maintain recruitment process, Making and receiving calls from new candidates regarding available Jobs
- *Interview with new candidates
- *Training and development

- *Maintain employee files
- *Make joining formalities and verification of certificates
- *General discussion with HR person
- *Formalities of grievance handling, industrial relations

2 . Human Resource Management Trainee

PIL (Pacific International Lines) INDIA PRIVATE LIMITED Chennai- India

07th Jan 2017 to 09th mar 2017 (Wednesday&Thursday only)

Job profile:

- *Maintain employee files
- *Make joining formalities and verification of certificates
- *General discussion with HR person
- * Maintain recruitment process, Making and receiving calls from new candidates regarding available jobs
- *Build a good relation with HR persons and understand the process of recruitment, functions of Human Resource Management, distribution of salary, provident fund, bonus, gratuity and etc..
- *Analyse the employees problems and make solutions.

Academic Records

MSW (Master of Social Work) Specialization in Human Resource Management (Madras University)-2017 - (75%)

BA Sociology (Madras University)-2015 – (65%)

Academic Milestone

A study was conducted to know the problems of the helpless labours in a **RICE MILL, REDHILLS, CHENNAI** and identify their problems and life situations through personal interviews and given some instructions to improve their life.

A research was conducted topic on “**A Study on Various Techniques of Motivation Applied in PIL(Pacific International Lines) INDIA PRIVATE LIMITED.**”

Computer Skills

MS Office and Internet& Email etc..

Other Skills:

- Recruitment

- Interview
- Team Building
- Team Management
- Counselling
- Employee Engagement
- Employee Relations
- Motivation
- Problem Solver

Personal Details

Father Name : Ashraf PP
 Nationality : Indian
 Date of Birth :10-08-1994
 Marital Status : Single
 Languages :English, Malayalam, Tamil, Hindi

Other Information

Address : khalba, Fujairah
 Passport No : M6046986
 Visa Status : Visit Visa
 Visa Expire : JAN .10 .2018

Achievements

- “Proficiency” award during 2013-2014
- “Proficiency” award during 2014-2015

Other Certificates

- Workshop programme in the “Child Rights Sensitization workshop for students of Social Work” organised by Centre for Child Rights and Development-CCRD.
- NSS (National Service Scheme) programme during the period of 2010-2012

Declaration

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

Date:

MUHAMME HASIF PP