

## **MOHD SHOAB**

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**Mobile No. :+91-9891416846**

## **CURRICULUM VITAE**

### **SUMMARY**

- Currently working as an **Asst. Manager in HR & Admin Department Q Catalyst – Cost & Construction Management Consultant.**
- **MBA from JAMIA MILLIA ISLAMIA.**
- Software proficiency in MS Word, MS Excel, PowerPoint & Internet Applications.
- Self-motivated, hardworking and goal-oriented with a high degree of flexibility, creativity, Resourcefulness, commitment and optimism. Conceptually strong with an innovative and Analytical approach to the work with an eye for detail.

### **CAREER OBJECTIVE**

Seeking a challenging & responsible position in an organization. I want to see myself as successful person & to be a part of organization that might help me to earn industry recognition. I desire to work with an organization that not only utilize my skills for the growth of the organization, but also provide me ample opportunity for my healthy career advancement.

### **WORK EXPERIENCE**

1. Company Name : **Q Catalyst Cost & Construction Management Consultant**  
Designation : **Asst. Manager in HR & Admin Department**  
Duration : **From 25<sup>th</sup> Nov 2013 to till now.**

### **RESPONSIBILITIES:-**

- Providing when necessary induction material, manuals, employee handbooks and standardizes forms/reports
- Handling job portals, head hunting, maintaining excellent database.
- Assisting in sourcing candidates, short listing, screening and scheduling interviews.
- Short listing resumes using internal Database, Job Portal, Job Postings, Head Hunting and Networking Sites, Reference etc.
- Coordinating & conducting interviews for selection of best candidates.
- Screening candidates through telephonic and personal interviews.
- Joining formalities.
- Reference check of candidates to ensure their authenticity and relevance.

- Responsible for ensuring timely preparation and distribution of salary with the help of finance department.
- Administration of time office. Leave & attendance management. Time office management, Full & Final settlements of the employees.
- Ensuring required workplace facilities i.e. proper cleanliness, Hygiene and health services, employee support services, Facilities Transport, IT & Telecommunication services, Building construction, Renovation & maintenance, Vendor development and AMCs, safety and security.
- Ensuring harmonious relationship between employer and employee to get optimum productivity at workplace.

2. Company Name : **Synergy Property Development Services Pvt. Ltd**  
 Designation : **Project Coordinator in Procurement Department**  
 Duration : **From 25<sup>th</sup> Feb 2012 to 22<sup>nd</sup> Nov 2013 (18<sup>th</sup> months)**

#### **RESPONSIBILITIES:-**

- Develop and deliver progress reports, proposals, requirements documentation.
- Prepare Cost comparatives, Pre-Qualification Chart, Tender Report & making Work Orders of different items.
- Documentation Control of all construction related documents.
- Co-ordination with Client & Contractors.
- Schedule the meetings with Client & Contractors.

3. Company Name : **Pinnacle Associate Pvt. Ltd**  
 Designation : **Coordinator in HR & Admin Department**  
 Duration : **From July 2007 to June 2011 (4 Yrs)**

#### **RESPONSIBILITIES:-**

- Managing time office, monitoring leave/attendance records for the purpose of employees.
- Disbursement of wage, salaries and reconciliation
- Checking Full and Final Payment
- Managing daily Administrative Duties, including security, House Keeping, Transport and general maintenance of Building, Plant and Machineries.
- Ensuring harmonious relationship between employer and employee to get optimum productivity at workplace.

## QUALIFICATIONS

- MBA from JAMIA MILLIA ISLAMIA UNIVERSITY, NEW DELHI
- B.Sc from M.J.P Rohilkhand University Bareilly.
- 12<sup>th</sup> from M.M Inter College Chandpur Bijnor U.P
- 10<sup>th</sup> from M.M Inter College Chandpur Bijnor U.P

## TECHNICAL SKILLS

- Operating System : Ms Windows 98/XP/Vista/7
- Application Software : Ms Office (Word, Power Point & Excel)

## PERSONAL SKILLS

- Ability to manage and prioritise multiple tasks and responsibilities while maintaining a high level of quality service and professionalism.
- The 5 Cs: character, commitment, conviction, courtesy and courage.
- The 4 Ds: desire, direction, dedication and discipline.
- Always work with team spirit & have potential to build up a team.
- Oriented to learn rapidly and grow continuously

## PERSONAL PROFILE

Name	:	Mohd Shoaib
Father's Name	:	Shabi-UI Hasan
Date of birth	:	01-10-1987
Passport No	:	M 6661888
Gender	:	Male.
Nationality	:	Indian.
Languages Known	:	English, Hindi, Urdu.
Correspondence Address	:	R-206 20 Futa Road Joga Bai Ext. Zakir Nagar Jamia Nagar Okhal New Delhi - 110025

## DECLARATION

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

**MOHD SHOAIB**

**PLACE-NEW DELHI**

**DATE.....**