

Veluthedath House,
Puthiyaroad, 682021

MUHAMMED AZHARUDEEN V A



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EMPLOYMENT

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|--|--------------------------------------|-------------------------------------|
| HR Manager | Smeara Enterprises | April 2022 – March 2023 |
| <ul style="list-style-type: none">Managed recruitment, onboarding, training processes, payroll, ESI and PF, provided employee relations support, administered benefits programs, and ensured compliance with labor laws and company policies. | | |
| Production Manager | Leoway International Pvt Ltd | September 2019– March 2022 |
| <ul style="list-style-type: none">Factory production manager managing sales and production, planning transportation routes, organizing factory work, handling CSEZ passes and permissions, and coordinating company maintenance work. | | |
| Assistant Admin | Medgenome Lab Ltd | August 2016 – September 2019 |
| <ul style="list-style-type: none">Provide timely and courteous administrative support to managers, including managing housekeeping and security, purchasing stationary, processing vendor's bills, reconciling expenses, and arranging travel and hotel bookings.Manage various tasks such as CSEZ passes and permissions, tracking facility team activities, organizing events, coordinating maintenance work, improving expense report systems, and arranging for material and document management. | | |
| HR Assistant | NEST Company-SFO Technologies | March 2014 – February 2016 |
| <ul style="list-style-type: none">Provide timely and courteous HR support to managers, including managing employee resignations, processing salaries and reconciling expenses.Handle various HR duties such as answering phone calls and emails, payroll, PF, ESI and new employee onboarding. | | |

EDUCATION

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| Ernakulam | MG University | 2010-2013 |
| <ul style="list-style-type: none">Bachelor of Economics. | | |

TECHNICAL EXPERIENCE

- Computer Network Administrator.**
Learned network design and implementation, network security, troubleshooting network issues, server management, cloud computing, virtualization, and network protocols such as TCP/IP.

SKILLS

- MS Office