



SAFRA IRSHAD

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[00971562996058](tel:00971562996058)

Professional Skill

Creative , Organized ,Proactive,
Planning , Scheduling , Monitoring,
Manpower Recruitment,
Performance Review, Team Player
and Payroll

Computer Skills

MS Office (Word/Excel/Power
point)
Tally
SAP
Accounts Executive
Programme(AEP)

Languages Known

English, Hindi, Malayalam &
Arabic

Personal Profile

Date of Birth :21-03-1989
Nationality :Indian
Passport Number:N4259268
Visa Status :Visit Visa

Career Objective

Ready to take responsibility of a management position to utilize the experience of doing presentation, preparing reports working with departments to get high end profitability and to maintain the books clerically.

Professional Experience

June 2015 to September 2017:Top form Enterprises
Kerala, India

HR Assistant

- Direct all hiring and training procedures for new employees.
- Continually educate employees on company policies and keep employee handbook current.
- Coordinate and direct work activities for managers and employees.
- Foster cross functional relationships and ensure managers and employees are properly connected.
- Regularly meet with employees for progress reviews and assessments, discussing any problems or grievances they may have.
- Conducting first round of telephonic interview for the candidates to schedule interviews.
- Preparing and submitting all relevant HR letters/documents.
- Conducting employee orientation and facilitating newcomers joining formalities.

Educational Qualification

- B.com from Little Flower College, under University of Madras in the year 2010 with first class.
- +2 in commerce from Sir Syed English School, under Central Board of Secondary Education in the year 2007 with first class.
- 10th from Sir Sayed English School, under Central Board of Secondary Education in the year 2005 with first class.

Achievements

- Outstanding Performance during on 'Maha Bachat' One of the Biggest Annual Sales at Big Bazaar(Future Value Retail) .