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**ABDUL HAKEEM. K**

**SPECIALISED IN HUMAN RESOURCE MANAGEMENT**

Mob (India) : +91 9633 156 759/+968 78201700

Email : hakeemabdul448@gmail.com

**CAREER OBJECTIVE:**

To obtain a management position which iam given the opportunity to play a direct role in the unlimited growth and success of solid organization

**ACADEMIC QUALIFICATION:**

Qualification : **MBA (HR&FINANACE)**

Year of Completion : 2015- 2017

Institution : Monti International Institute of Management Studies, Perinthalmanna,

Kerala, India.(University of Calicut)

Qualification **: MA industrial psychology** (distant under Ignoue University) 2018-2020

Qualification : **B Com (Co-Operation)**

Year of Completion : 2014

Institution : Co Operative Arts College Manjeri, Kerala, India.

Affiliated to University of Calicut, Kerala, India.

Qualification : **Higher Secondary Education** (Commerce)

Year of Completion : 2011

Institution : Govt Vocational HSS Makkaraparamba, Malappuram, Kerala

Qualification : **SSLC**

Year of Completion : 2009

Institution : Govt Vocational HSS Makkaraparamba, Malappuram, Kerala

**WORK EXPERIENCE**

* **HUMAN RESOURCES MANAGER,**

**Shahi Foods and Spices LLC Oman** from 28th march 2021 onwards (still working)

**DUTIES AND RESPONSIBLITIES:**

* Human Resources Planning as per the organization objectivity
* Develop and Implement HR strategies in the organization
* Preparation of Job description and KRA to the all employees
* Hiring the best candidates as per the recruitment and selection policy
* Conducting the training and development activities to stimulate the productivity of employees
* Design the work place policies through office timing, dress code and code of conduct
* Monitor the performance of employees through performance appraisal system
* Implementing a career and financial growth plan of employees as per performance
* Grievance handling to reduce the conflict among the employees and department
* Conduct the exit interviews
* Preparing the payroll and timely distributing to the employees
* Preparation and regularly follow the employee annual leave calendar
* All arrangements for travelling of employees during the annual vacation
* Preparation and timely distribution of all financial benefits of employees like annual leave settlement, over time, bonus
* Conducting the training activities to the employees for stimulating the productivity
* Administrative duties like visa processing, visa renewal
* Conducting the employee engagement activities
* All other HR activities like attendance management, preparation of various reports to the management, planning of annual leave , arrangement of accommodation
* **GENERAL MANAGER**

**ASPEL HEALTHCARE EDAVANNA, AREAKODE, MALAPPURAM (DT) .**from 5thjune 2017 to 12th February 2021

**DUTIES AND RESPONCIBLITIES:**

* Recruitment of employees including doctors to different departments based on requirement
* Conducting interviews and select the best candidates
* Evaluation of employee performance
* Actively involving in the problem solving, decision making process of hospital
* Increase the goodwill of organization through various activities
* Conduct and schedule induction and other programmes in the hospital
* Planning and implementing the business development activities
* Conduct various staff meetings
* Calculation of salary and wages of employees
* Preparation of daily reports
* Checking the daily accounts and submit to corporate office
* Verify various purchase quotations and find out profitable to hospital
* Checking the cash flows in the hospital
* Check various purchase orders in different departments and give approval
* All other administrative duties of hospital

**FIELD OF INTEREST:**

* HR Management
* Finance Management

**COMPUTEREFFICIENCY:**

* Application Softwares :
  + MS Office Excel, Word and PowerPoint

**PERSONAL INFORMATION:**

Date of Birth : 26-12-1993

Gender : Male

Father’s Name : Saidali Haji. K

Mother’s Name : Zainaba. K

Marital Status : Single

Languages Known : Read Write & Speak - English, Malayalam, Hindi and Arabic

Read & Write - Hindi, Urdu and Arabic

Driving License details : Valid Indian Driving License (LMV& 2 wheeler) up to 2032.

**PASSPORT DETAILS:**

Country Code : IND

Passport Number : K 6725325

Date of Expiry : 21st November 2022

**ADDRESS FOR COMMUNICATION:**

Kilayil House, Kuruva Koottilangadi,

Koottilangadi P O, Malappuram,

Kerala, India. PIN: 676506.

**DECLARATION**

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

Place :

Date : ABDUL HAKEEM. K