



### Muhammed Sham A M

Doha – Qatar, QID No: 28735667399

Having valid Qatar Driving license

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#### JOB OBJECTIVES

To associate with the fast growing organization that gives me scope to update my knowledge and skills according to latest trends and to be a part of a team that dynamically works towards the growth of organization and gains satisfaction thereof.

#### CAREER SYNOPSIS

- ▲ Experience in HR operations.
- ▲ From 2014 to 2017, associated with Madhyamam Daily as HR Executive and as HR Administrator roles
- ▲ Having Banking and Financial experience which include sales as well
- ▲ Having good Interpersonal Skill and Team Player, self-motivated.

#### CORE COMPETENCIES

- Ability of taking new challenges and finding solutions to meet the needs of the organization.
- Creative, capable of taking decisions and solving problems effectively, analyzing, coordinating, negotiating & organizing activities.
- Lead the team in the absence of Team Leader and trained new peers.
- Excellent decision making ability with strong interpersonal skills and positive work ethic.
- Leadership
- Team Building
- Employee Relation
- Induction Training & Development
- Upgrade and implementation of HRMS
- Performance Appraisal & Evaluation
- Problem solving & analytical skills

#### EXPERIENCE



[Fresco Mart (Food Pack) is one of the leading nonfood company. Handling all kind of disposable items all over Qatar.]

##### Sales Coordinator Cum Administration Assistant (Aug 2019)

- :: Coordinating sales and sales team
- :: Handling client. Both suggestions and complaints
- :: Coordinating proper delivery by ensuring the stock status
- :: Liasoning with merchandising team to ensure prompt and perfect display
- :: Intimating management about the scope of new products and market situations properly
- :: Preparing and submitting detailed report of supply, delivery and merchandising
- :: Coordinating all activities to attain the common goals of the company
- :: Sales assessment
- :: Associating with Administration.



[Imperial Trading & Contracting Company (ITCC) is one of the leading contracting companies in the State of Qatar providing complete solutions to the construction industry.]

##### Marketing Executive (March 2019)

- :: Conceive and develop efficient and intuitive marketing strategies
- :: Built and develop customer relationships
- :: Arrange the effective distribution of marketing materials
- :: Maintain and update customer databases
- :: Develop relationships with clients
- :: Handling complaints from the clients



[**Madhyamam** is India's first international newspaper run by Ideal Publication Trust. It has 8 editions in India and its Gulf edition Gulf Madhyamam has 9 in the Middle East. Over all 1500 employees.]Link: <http://www.madhyamam.com/aboutus>

**HR Admin role (09<sup>th</sup> Jan 2017 to 31<sup>st</sup> Mar 2019)**

- ✧ HR activities coordinating and channelizing.
- ✧ Assisting unit In-charge (Regional Manager)
- ✧ Take care of unit head work on behalf of Regional Manager
- ✧ Ensuring the standing order process in every aspect
- ✧ Initiating disciplinary proceedings against alleged employees.
- ✧ Attendance monitoring and verifications
- ✧ Salary work preparation
- ✧ Cost controlling
- ✧ Monitoring and coordinating all unit activities

**HR Executive. (09<sup>th</sup> June 2014 to 08<sup>th</sup> Jan 2017)**

- ✧ Assisting HR Manager in all his duties.
- ✧ Scheduling recruitment  
[Assisting HRM in Screening and Short listing candidates, Telephonic interviews, Briefing the candidates for the interview, Conducting Interviews, Post interview feedback]
- ✧ Liaising with external clients, Preparing Training agenda & ensuring the smooth flow.
- ✧ Establish work priorities, delegate work to office support staff, and ensure deadlines are met and procedures are followed.
- ✧ Preparing budget, related with HRD for the Upcoming financial year.
- ✧ Supporting on major works related with salary Preparation. (ESI, PF, welfare funds).
- ✧ Responsible for all the day to day activities of HRD.
- ✧ Keeping Records and reference for all activities.



[**ICICI Bank** (Industrial Credit and Investment Corporation of India) is an Indian multinational banking and financial services company headquartered in Mumbai, Maharashtra, India]

**Junior Officer – ICICI Bank LTD – India**

Promoted as Junior Officer based on my performance and working as a junior officer in payrolls at ICICI Bank – Angamaly Branch (India) as on 3<sup>rd</sup> November 2009 to October 14 of 2012

- ∴ All Banking duties
- ∴ All sales and services
- ∴ Specialized in Current account services

**Senior Sales Executive – ICICI Bank Ltd – India**

Promoted as Senior Sales Officer based on my performance, at ICICI Bank Muvattupuzha (India) 31<sup>st</sup> August 2007.

**Sales Executive –ICICI Bank Ltd – India**

Worked in ICICI Bank Ltd Muvattupuzha (India) in Household savings accounts since 3<sup>rd</sup> April 2007.

## PROJECTS & TRAINING

- Reduction of newsprint consumption and printing cost. Submitted the report of unnecessary voucher copies to authorities and my observation implemented.

## ACADEMIC CREDENTIALS

- **Master of Business Administration** (2015-17) in HR, Bharathiar University, Coimbatore, Tamil Nadu, India.
- **B.com (2004 - 2007)** *computer application*, Ilahia College of Arts and Science College affiliated MG University Kottayam, Kerala, India.
- **Vocational Higher Secondary** Education-(2002 - 2004) Commerce and computer application. TTVHS School, Muvattupuzha. Kerala state vocational higher secondary board.
- **SSLC (2002)** TTVHS School, Muvattupuzha. Kerala State board.

## LANGUAGES KNOWN

- English ● ● ●
- Malayalam ● ● ● ●
- Hindi ● ● ●
- Tamil ● ● ●

## PERSONAL DETAILS

Father's Name:	Makkar A M	Marital Status:	Married
Mother's Name:	Aisha Makkar	Passport Number:	H6484895
Date of Birth:	05-05-1987	Passport Expiry:	22-03-2020
Nationality:	Indian	Driving license:	Qatar & Indian
Sex:	Male	Q.ID:	28735667399

## Declaration

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

**Muhammed Sham A M**