



## MUHAMMAD VANIYAN KANDY

### ABOUT ME

**DOB** : 09/08/1994  
**Sex** : Male  
**Marital** : Married  
**Religion** : Muslim  
**Nationality** : Indian

### COMPUTER SKILLS

- Basic Operation
- MS Office  
(Word, Excel, Power Point)
- SAP in ( HR )
- Six sigma green belt

### LANGUAGE KNOWN

ENGLISH ☒ ☒ ☒ ☒  
HINDI ☒ ☒ ☒ ☐  
MALAYALAM ☒ ☒ ☒ ☒

### INTERESTS

- Travelling
- Music
- Football



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VISA STATUS: Visit Visa



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### CAREER OBJECTIVES

To become a competent & dynamic professional working in an organization that places high value on professional growth for self-motivated individuals seeking challenging assignments for responsible positions.

### PROFESSIONAL EXPERIENCE

#### *HR Associate*

**ABC Buildwares India Pvt. Ltd.** (From- 02-11-2020 to 30-07-2021)

- Communicating with potential job candidates
- Contacting candidate references and verifying education listings.
- Managing HR records including, résumés, applicant logs, and employee forms.
- Issuing new employees with enrollment documents.
- Responding to HR-related queries within the company.
- Maintaining employee confidentiality.
- Assisting to the manager in training programs for employees
- Deal with employee requests regarding human resources issues, rules, and regulations
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc.)

#### *HR Assistant (recruiter)*

**Prime Focus Technologies Bangalore** (03-09-2017 to 06-09-2018)

- Partnering with hiring managers to determine staffing needs
- Sourcing and Screening resumes
- Performing in-person and phone interviews with candidates
- Following up on the interview process status
- Generate requirements through various portals
- Validating resumes
- Coordinate communication with candidates and schedule interviews.

### ACADEMIC QUALIFICATION

- |         |   |
|---------|---|
| 2015-17 | <ul style="list-style-type: none"><li><b>MBA</b> (HR Management &amp; Production Management) from Bangalore University.</li></ul> |
| 2012-15 | <ul style="list-style-type: none"><li><b>BBA</b> from Kannur University</li></ul>   |
| 2010-12 | <ul style="list-style-type: none"><li><b>Higher Secondary</b><br/>(Kerala State Higher Secondary Board)</li></ul>                 |
| 2010    | <ul style="list-style-type: none"><li><b>Secondary</b><br/>(Kerala State Secondary Board)</li></ul>                               |

## **PROJECT**

- One Month Internship Project on “Job Stress and it’s Affection on Employee’s Performance ” at Metro wood Industries Kannur , Kerala , India
- Completed Two Months trainee on SAP (HR)

## **KEY SKILLS**

- Self-Motivated
- Excellent interpersonal and communication skills in a professional manner.
- Ability to learn and work under pressure.
- Confident and good team player.
- Ability to learn quickly and adapt to changing environments and willingness to accept responsibilities.
- Ability to deal effectively with multicultural environment

## **ACHIEVEMENTS & COMPETENCIES**

- Participated students conclave on “Enhancement of Quality and Innovations in Presenting Dissertation” held on 29-05-2017 at central college campus, Bangalore University, Bangalore.
- Member of National Service Scheme (NSS) Club.
- Been a Coordinator of Three day Event- Daziran management fest at ITM college
- Active participation in various management and cultural club activities
- Participated and volunteered for various inter and intra college fests.

## **DECLARATION**

- I, MUHAMMAD VANIYAN KANDY do hereby declare that all the information provided by me above is true, correct and complete to the best of my knowledge and belief. It is the short profile about me. I have great gratitude to yourself for spending your valuable time for having a glance in my profile.

Yours Faithfully  
**MUHAMMAD VANIYAN KANDY**