

RAJIYA MOHAMED

LOOKING FOR SUITABLE POSITION



Address

Al Jaffiliya ,
Al Satwa Road ,
Dubai, UAE

Contact

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ABOUT ME

Seeking a challenging role in a company where there is a scope for enhancement of personal and professional skills by contributing to the organizational growth and success.



WORK EXPERIENCE

MSS MIDDLE EAST INTERIORS L.L.C, Dubai

HR Assistant February 2020 - Present

MARJAN GROUP OF COMPANIES, Dubai

HR Assistant August 2018 - December 2019

- Answering phone calls, dealing with enquiries and provide
- Preparing and issuing employment contracts to new employees. Making sure that all employee records are accurate & well maintained.
- Setting up and maintaining a employee's personnel files.
- Undertaking administrative duties supporting various HR processes
- preparation of salary and over Time

JUMBO MASTER TREADING LLC, Dubai

Marketing executive May 2018-july 2018

- Identified ways to increase sales of client products and services.
- Managed customer relations efforts for each client.
- Developed and implemented strategic marketing plans & tracked results.
- making monthly sales analysis report

CANARA BANK

Accounting Clerk, May 2016 -Jan 2017 - in Tittakudi

- Assists in the preparation of forms and procedures
- Responds to Accounts Receivable inquiries from both internal and external sources;
- Performs other related duties as assigned.
- Acting as the Accounts Payable and Reception back-up
- Cash receipts and cash applications to Excel



KEY COMPETENCIES AND SKILLS

- Contracts of employment
- Absence management
- Recruitment & selection
- Performance management
- Attention to detail



EDUCATION

PERIYAR UNIVERSITY

Salem, Tamil Nadu, India, Passed out 2017
Master of Business Administration in Human Resource (MBA)

KARPAGAM COLLAGE OF ENGINEERING

Coimbatore, Tamil Nadu, India, Passed out 2015

Electronics and Communication Engineering (B.E)



PROFESSIONAL STRENGTH

- Capable of adopting new environment
- Effective co-ordination skills.
- Ability to work under pressure.
- Hard working
- Punctual, disciplines, energetic and loyal employee



EXTRACURRICULAR ACTIVITIES

• "SOLAR AND WIND HYBRID POWER SYSTEM USING NOVEL ALGORITHM" in Natioma Conference held at J.K.K.Munirajah Collage of technology, Gobi.

• Attended a workshop on "ADVANCED DIGITAL SYSTEM DESIGN USING HDL" at Karpagam College of Engineering Coimbatore.



SOFTWARE KNOWLEDGE

Languages : C, C++, Java
Operating System : Microsoft Windows
Tools : MATLAB 6.0A, BASIC PLS SOFTWARE
Packages : Ms-Office, Adobe Photoshop, Auto Cad



LANGUAGES

English	●	●	●	●	●	●	●	●	○
Tamil	●	●	●	●	●	●	●	●	●
Hindi	●	●	●	●	●	●	●	○	○
Malayalam	●	●	●	○	○	○	○	○	○



PERSONAL DATA

Date of Birth : 02.06.1994
Nationality : Indian
Marital Status : Single
Passport No : P1892185

Visa Status : Employment Visa



HOBBIES AND ACTIVITIES

Travelling

Photography