



ARSHID M P

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To grow as an effective professional and drive the organizations in a manner which will help the organization to move towards the higher targets as well as help myself to strengthen my job competency and grow within the company also contribute something to progress of this country.

EXPERIENCE

COMPANY: KABANI GROUP OF COMPANIES *Calicut, Kerala, India*

POSITION: **HR EXECUTIVE** (2021 APRIL-2021 AUGUST)

Key result area:

Recruitment/Administration

- Handling Employee Personal Documents and Administration Activities.
- Attendance Records and Leaves Management.
- Controlling, Managing Sales Team and Communicating with them.
- Sourcing, Shortlisting and Screening required Profiles.
- Interviewing Candidates and Regularizing Standards.
- Facilitating Joining and exit formalities.
- Induction and Onboarding Process.
- Providing Training and Development for employees to Implement Organizational Growth.

COMPANY: MARKAZ KNOWLEDGE CITY *Calicut, Kerala, India*

POSITION: **HR EXECUTIVE** (2020 APRIL – 2021 MARCH)

Key result area:

Recruitment/Payroll Management

- Conducting Recruitment/Exit Interviews and Recording Them Accordingly.
- Interact with potential candidate on social media and professional networks (e.g. LinkedIn, Naukri).
- Identify potential candidate profiles using various sourcing techniques (e.g. Boolean and X-ray search).
- Facilitating New Comers Joining Formalities & Handling Background verification process.
- Organizing Induction and Onboarding Process for the New Comers.
- Reviewing & Updating Job Description for All Positions Regularly.
- Handling Monthly Payroll Forms for the Employees.
- Handling Employee Relations, and Managing Administrations Activities.
- Conducting Training and Development Program.
- Employee engagement and handling grievances.
- Maintaining Daily Attendance Report, salary advances list and Recording Leave Applications Forms.
- Developing Fair HR Policies and Ensuring Employees Understand and Comply with Them.

EDUCATION

KANNUR UNIVERSITY

**MASTER OF BUSINESS ADMINISTRATION, 2019 SPECIALISED IN
HR & FINANCE**

JAMIA HAMDARD UNIVERSITY, NEW DELHI

BACHELOR OF BUSINESS ADMINISTRATION, 2017

GOVT. OF KERALA

HIGHER SECONDARY CERTIFICATE, 2014

GOVT. OF KERALA

SECONDARY SCHOOL LEAVING CERTIFICATE, 2012

SKILLS

- Communication skills.
- MS office (MS word, MS excel, MS power point).
- Tally.
- Knowledge of internet access & email surfing.
- Sales & marketing.
- Payroll management.
- Attendance and leave management.
- Administrations.
- Team & event management.
- Boolean search and x-ray search.

LANGUAGES**PERSONAL
ATTRIBUTES**

- Adapt quickly to challenges and changes & Calm at high pressure situations.
- Enthusiastic and good at communicating & pleasing personality.
- Willing to accept challenges and responsibilities.

ACHIEVEMENTS

- Was the HR coordinator of a management fest Audacious 2019 with 400+ participation
- Received best manager participation award from Accolade 2k18 Management fest.
- Got 5 days training program on Business analytics in associated with Echoes 2k18-19.
- Received best manager participation award from GIIM (Global institute of integral Management studies) institute of logistics. www.giims.com

PERSONAL

NATIONALITY : Indian
DATE OF BIRTH : 24-06-1996
ADDRESS : Mowailah Sharjah
VISA STATUS : VISIT VISA
PASSPORT NO : U9858461

DECLARATION

I hereby declare that the above-mentioned statements are true to the best of my knowledge and belief.

Date:

ARSHID M P

Place: