



**HR-COORDINATOR,
MARKETING/ PURCHASE EXECUTIVE**

CONTACT

Address:

Al Nahda 2, Dubai,
United Arab Emirates

Phone:

+971524170175

Email:

ubaidmohammed2121@gmail.com

License:

INDIA – Light Vehicle
Manual License

LANGUAGES

- English - Expert
- Malayalam - Expert
- Tamil - Expert
- Hindi - Intermediate
- Arabic – Intermediate

SOFTWARE SKILLS

- MS Office
- E-business
- Email marketing
- We-keep data entry
- English Typewriting
- Outlook

PROFESSIONAL SKILLS

- Flexible in any situations
- Decision making
- Creative
- Organizing Capabilities
- Ability to work under pressure
- Quick learner
- Administrative support
- Good Interpersonal skills
- Team work & Professionalism
- Time Management

UBAID T.M

A motivated Human resource professional seeking a position in challenging environment. Over **2 years of experience** of successfully providing **HR-Coordinator** support In **Legacy Roofing Industries**. Proficient in a range of computer applications. Well-developed communication and customer service skills. Now looking for a suitable position with an organization which offers genuine progression and where I can make a significant contribution.

EXPERIENCE

From Jun 2018 – Dec 2020 : Legacy Roofing Industries, India

Designation: HR Coordinator

Major Job Responsibilities

Assist with all internal and external HR related inquiries or request.
Assist with recruitment process and issuing employment contract.
Maintain both hard and digital copies of employee's records.
Perform orientations and update records of new staff.
Assist with payroll and ad hoc HR projects.
Schedule meetings, interviews, HR events and maintain agendas
Coordinate training sessions and seminars.

EDUCATION

- **MBA (HR & Marketing)** – 2018, Hindusthan College of Engineering & Technology, Anna University, India.
- **B.Com (Information Technology)** – 2016, RVS College of Arts & Science, Bharathiar University, India.
- **Diploma & Advanced Diploma in Business Management** – RVS College of Arts & Science, India.

PERSONAL INFORMATION

- Date of birth : 8th April 1995
- Gender : Male
- Nationality : Indian
- Marital Status : Single
- Passport No : P7464342
- Visa Status : Visit Visa (**May 2021**)

INDUSTRIAL EXPOSURE

- A study on **Employees Training and Development** with Special Reference to "**KINFRA**".
- Summer internship from "**Star Pipes & Fittings Pvt Ltd**".
- Membership in "**Coimbatore Management Association**"
- Done a "**THREE-DAYS ENTREPRENEURSHIP AWARENESS CAMP**".

DECLARATION

I hereby declare that the above given information are correct to my best of knowledge and belief