



HANNAN ARIF

MBA HR & MARKETING

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hannanarif15h@gmail.com

Languages

English	●	●	●	●
Hindi	●	●	●	●
Malayalam	●	●	●	●
Arabic	●	●	●	●

Skills

- MS Office
- Internet and Emails
- Excellent Communication skills
- Leadership Skills
- Interpersonal Skills
- Follow high professional ethics
- Documentation skills

I am an energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with. Since I was a part of a startup advertising firm, I could develop various managing and professional skills. Through this, I would like to achieve my professional as well as personal growth.

Education

MBA: Human Resource And Marketing SEPTEMBER 2017-SEPTEMBER 2019

Indian Academy School of Management - Bangalore

- GPA 61%
- Elected as coordinator of HR department during the course.
- Participated in various inter college management festivals.

BCOM : Computer Application JUNE 2015 - JULY 2017

Jamia Hamdard (Delhi University) - Kannur

- GPA 61%

12th: Commerce JULY 2013 - AUGUST 2014

Indian School Salalah - Oman

- GPA 83%
- Member of School Sports Secretary
- Elected as Captain Of Inter House Sports Competitions

Work Experiences

2020– 2021 – AURUS TRADING AND DECORATION, QATAR

OPERATION MANAGER

- Managed and evaluated workflow and productivity
- Maintained extremely well organized records and handled all HR matters with confidentiality and the application of company standards.
- Assessed supplier quality to maintain tight cost controls and maximize business operational performance.
- Gathered and organized materials to support operations
- Filed paperwork,sorted and delivered mail and maintained office organization
- Entered data, generated reports and produced tracking documents
- Organized new employee orientation schedules for new hires.

2018 – 2019 PAZATTO FOOD DELICIOUS PVT.LTD, Bangalore

DATA ENTRY OPERATOR CUM ACCOUNTANT

- Entered numerical data into databases with speed and accuracy
- scanned documents and saved in database to keep records of essential organizational information.
- verified accuracy of data before transcribing.
- Identified data entry errors and reported to necessary departments

Accomplishments

- Achieved KARATE BLACK BELT under Japanese Karate Association
- Won various inter school and college ATHLETIC MEETS
- Participated in Martial arts competitions and achieved medals
- Coordinator of HR department during the courses