

## PERSONAL INFORMATION



## MUHAMMED SHARAFUDHEEN M

📍 Dubai, UAE  
☎ +971 0521175169  
✉ Muhammedsharafudheen878@gmail.com

Sex: Male | Date of birth: 14/01/1998 | Nationality: Indian  
Passport no: V2142966 | Visa Status: Visit Visa

## PROFILE SYNOPSIS

To make positive contribution as part of your dynamic and well reputed organization in a position where my management, decision making and communication skills will be appreciated and enhanced.

## CORE COMPETENCIES

- Stakeholder Management
- Leadership Skills
- Communicative Skills
- Social Media Skills
- Analytical Skills
- Work under pressure
- Self-motivation
- Hard working
- Problem solving

## WORK EXPERIENCE

APR. 2020 - DEC. 2021

### H.R Assistant

ASRAS Textiles, Kerala, India

- Assist with day to day operations of the HR functions and duties.
- Provide clerical and administrative support to HR executives.
- Compile and update employee records.
- Deal with employee requests regarding HR issues, rules and regulation.
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc).
- Schedule and coordinate meetings.
- Conduct employee performance reviews.
- Develop good customer relationships.
- Smooth out problems within the workplace.
- Conduct initial orientation to newly hired employees.

JUN. 2017 - MAR. 2020

### Administrative Assistant

VILLA Textiles, Kerala, India

- Provides administrative support to ensure efficient operation of office
- Answering and directing phone calls to relevant staff
- Scheduling meetings and appointments
- Greeting and directing visitors and new staff to the organization
- Finding ways to improve administrative processes.
- Ordering and taking stock of office supplies.
- Contributes to team effort by accomplishing related results as needed.

APR. 2013 - MAR. 2015

## Sales Executive

ASRAS Textiles, Kerala, India

- Present, promote and sell products/services using solid arguments to existing and prospective customers.
- Perform cost-benefit and needs analysis of existing/potential customers to meet their needs.
- Establish, develop and maintain positive business and customer relationships.

## ACADEMICS

- 2020 Bachelor of Business Administration (BBA)  
Kannur University, Kerala - Completed.
- 2017 Plus Two  
NOIS, Kerala - Completed.
- 2013 SSLC  
Kerala State Higher Secondary Board, Kerala - Completed.

## COMPUTER KNOWLEDGE

- Tally
- Peachtree
- M.S Word
- M.S Excel
- Extensive usage of Email and Internet

## HOBBIES

- Travelling
- Driving
- Music
- Playing Foot ball

## CHARACTER REFERENCE

- Muhammed Jazeem k,  
ACCA Mcom  
Audit Assistant  
BDO RISE private limited  
Mob: +918129716843  
Email: muhammedjazeem998@gmail.com
- Mahesh C K  
Faculty in commerce  
College of commerce, Kannur, Kerala  
Mob: +91 9495345280  
Email: jom983@yahoo.com

## DECLARATION

I, MUHAMMED SHARAFUDHEEN M, do hereby declare that all the details above are true to the best of my knowledge and belief and I also fully understand that, if at any stage it is discovered that any attempt has been made by me to wilfully conceal or misrepresent the fact, my candidature may summarily be rejected.

MUHAMMED SHARAFUDHEEN M