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| SAJAD HAMZA**Mob. : +91-9567952737****Email :** *sajadrh@gmail.com* |  |

Career Objective

Seeking a challenging position in a progressive organization with an aim to contribute positively towards the objectives of the organization to the best of my capabilities to develop my professional skills.

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| Personal Details:Date of Birth : 09/07/1987Father’s name :Hamza Sex : MaleReligion : IslamNationality : IndianMarital Status : Single**Permanent Address:**Rayamarakkar HousePalayoor RoadMuthuvattoorP.O.Chavakkad-680 506**Languages Known**:English : (Read, Write, Speak)Hindi : (Read, Write, Speak)Malayalam : (Read, Write, Speak)Tamil : (Speak)Arabic : (Read, write)**Interests** : Interacting with PeoplePassport Details:NO: H0286902 | Educational History**MBA, Finance & IT** National Institute of Management studies － Cochin, Kerala, India (80%) 2012**Graduate Diploma in Business Administration** National Institute of Management studies － Cochin, Kerala, India (70%) 2009**PLUS TWO**, **Commerce** Board Examination － Thrissur, Kerala, India (65%) 2006Other Technical Education **Diploma in Hardware & Networking (MCSE,CCNA)** Accel IT Academy Thrissur, 2010Professional Work Experience**Organization:** **Classic Paint Rollers & Allied Products****Designation:** Manager **Duration:** January 2011- Present **Roles & Responsibilities**.* Driving and delivering the commercial performance of the business,
* Scheduling workloads to meet priorities and targets
* Setting recruitment, appraisal and line management processes
* Implementing business procedures
* Organizing staff schedules & maintenance of equipment
* Ensuring that company goals are met in a timely fashion by the efficient and effective management of personnel and resources
* Working with other department heads
* In charge of all departmental procurements
* Undertaking staff performance reviews
* Maintain a proper filing system for Finance & Accounting Department
* Establishing the businesses objectives
* Involved in the recruitment and mentoring of new staff ,

**Achievement** Promoted from Assistant Manager to Manager |

Academic Project/Seminars/Workshop

1. A study on Impact of Stress level on productivity with Special reference to” Classic Decorative Tools &

Allied Products Kanippayyur”

Technical Knowledge

Operating Systems: Windows X.P,7,8

Software’s : Microsoft Office, Tally ERP 9, Advanced EXCEL,

Achievements and Positions of responsibility

* Time bound performance
* Team work and leadership quality
* Good communicational and interpersonal skills
* Expertise in Finance& IT skills

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| DeclarationI hereby declare that the above mentioned information is true to the best of my knowledge. With Respect,Place:- Thrissur Date :- **SAJAD HAMZA** |