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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 : 09/07/1987  Father’s name :Hamza  Sex : Male  Religion : Islam  Nationality : Indian  Marital Status : Single  **Permanent Address:**  Rayamarakkar House  Palayoor Road  Muthuvattoor  P.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 People Passport 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%) 2006  Other Technical Education  **Diploma in Hardware & Networking (MCSE,CCNA)**  Accel IT Academy Thrissur, 2010  Professional 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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| Declaration  I hereby declare that the above mentioned information is true to the best of my knowledge.  With Respect,  Place:- Thrissur  Date :-  **SAJAD HAMZA** |