



MUHAMMAD VANIYAN KANDY

ABOUT ME

DOB : 09/08/1994
SEX : Male
Marital : Married
Religion : Muslim
Nationality : Indian

COMPUTER SKILLS

- Basic Operation
- MS Office
(Word,Excel,Power Point)
- SAP in (HR)
- Six sigma green belt

LANGUAGE KNOWN

ENGLISH ☒ ☒ ☒ ☒
HINDI ☒ ☒ ☒ ☐
MALAYALAM ☒ ☒ ☒ ☒

INTERESTS

- Travelling
- Music Listening
- Playing Football



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DUBAI – U.A.E

VISA STATUS : Visit Visa



Z2746268

CAREER OBJECTIVES

To become a competent & dynamic professional working in an organization that places high value on professional growth for self-motivated individuals seeking challenging assignments for responsible positions.

PROFESSIONAL EXPERIENCE

HR Associate

ABC Buildwares India Pvt. Ltd.(From- 02-11-2020 to 30-07-2021)

- Maintains human resources records by maintaining applications, résumés, and applicant logs.
- Verifies candidate's background by contacting references.
- Enrols new employees by issuing forms and applications; verifying completion.
- Helps employees by explaining benefit programs.
- Avoids legal challenges by complying with legal requirements.
- Maintaining attendance record and leave approvals.
- Ensuring company Staffs are having good facilities.
- On boarding and off boarding process.
- Conduct and coordinate interviews.
- Assisting to the manager in training programs for employees.

HR Assistant

Prime Focus Technologies Bangalore (Recruitment)

- Partnering with hiring managers to determine staffing needs
- Screening resumes
- Performing in-person and phone interviews with candidates
- Following up on the interview process status
- Generate requirements through various portals
- Validating resumes
- Contacting candidates
- Scheduling interview and follow up

ACADEMIC QUALIFICATION

- 2015-17**
 - MBA** (HR Management & Production Management)
from Bangalore University.
- 2012-15**
 - BBA** from Kannur University
- 2010-12**
 - Higher Secondary**
(Kerala State Higher Secondary Board)
- 2010**
 - Secondary**
(Kerala State Secondary Board)

PROJECT

- One Month Internship Project on “Job Stress and it’s Affection on Employee’s Performance ” at Metro wood Industries Kannur , Kerala , India
- Completed Two Months trainee on SAP (HR)

KEY SKILLS

- Self-Motivated
- Excellent interpersonal and communication skills in a professional manner.
- Ability to learn and work under pressure.
- Confident and good team player.
- Ability to learn quickly and adapt to changing environments and willingness to accept responsibilities.
- Ability to deal effectively with multicultural environment

ACHIEVEMENTS & COMPETENCIES

- Participated students conclave on “Enhancement of Quality and Innovations in Presenting Dissertation” held on 29-05-2017 at central college campus, Bangalore University, Bangalore.
- Member of National Service Scheme (NSS) Club.
- Been a Coordinator of Three day Event- Daziran management fest at ITM college
- Active participation in various management and cultural club activities
- Participated and volunteered for various inter and intra college fests.

DECLARATION

- I, MUHAMMAD VANIYAN KANDY do hereby declare that all the information provided by me above is true, correct and complete to the best of my knowledge and belief.It is the short profile about me. I have great gratitude to yourself for spending your valuable time for having a glance in my profile.

Yours Faithfully
MUHAMMAD VANIYAN KANDY