

SHAFEEU RAHMAN T

MASTER OF BUSINESS ADMINISTRATION

About Me



Age: 25
Current Location: UAE, Dubai-Deira
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Visa Status: visit
Nationality: India

Professional Summary

To obtain a position that will enable me to use my organizational experience, skills and strong educational background in MBA in Human Resource Management and Marketing. I have one year experience in Controlling, Recruiting, reporting, coordinating, training scheduling and sales in relevant field

Professional skills and Technological skills

Digital Marketing
Microsoft Office
Tally ERP 9

Problem Solving Skill
organizing skill
presentation skill

Leader Ship Skill
Business Management Skill
Multi-Tasking Skill

Work Experience

- **Jun 2020 – Jan 2021 SHOFFZ Technologies Pvt. Ltd** **Kerala, India**
Human Resource Executive / Office administration
 - ❖ **Recruiting** - updating job descriptions, Preparing or updating employment records related to hiring, Sourcing potential candidates from various online channels
 - ❖ **Reporting** -Prepare and submit reports that have to do with employee operations. Take responsibility for leave requests from employees and general work time-keeping
 - ❖ **Controlling**- Addressing any employment relations issues, such as work complaints and harassment allegations
 - ❖ **Training**- Perform orientations and update records of new staff.
 - ❖ **Coordinating**- Ensuring new hire paperwork is completed and processed Informing job applicants of job duties, responsibilities, benefits, working conditions, promotion opportunities, etc.
 - ❖ **Scheduling**- Schedule meetings, interviews, HR events and maintain agendas. Coordinate training sessions and seminars. Perform orientations and update records of new staff.
- **May 2017 to January 2018 PERFECT Construction Materials and Water Proofing** **Kerala, India**
Office administration and sales
 - ❖ Development of advertising and promotional programs
 - ❖ Create plans to address clients' business needs
 - ❖ Schedule regular meetings with customers to ensure they are satisfied

- **VKC Group of companies**
 - Work as an Intern
 - ❖ Human Resource Management



Education

Master of Business Administration (MBA) 2018 -2020
Human Resource Management and Marketing
MES college of Engineering kuttippuram
APJ Abdul Kalam Technological University

Bachelor of Business Administration 2014-2017
Human Resource Management
Moulana College of Arts, Science and Commerce
University of Calicut



Academic Projects

- A study on job satisfaction of employees with special reference to ABC MOTORS TIRUR (2020)
- A study on quality of work life among employees of VAJRA RUBBER PRODUCTS PVT LTD (2020)
- A study on consumer buying behavior at NELLARA GROUP (2017)



Achievements, Awards and Extra Activities

- **Second prize winner** for best HR team at a South Indian Management Meet Gestion 2k19
- Attending **MPOWER Training** program under Mr. Krishna Kumar and reward for succeeding leader and making the team champion
- **Conducted and coordinating** mesmerize20 south Indian management meet
- Completed advanced digital marketing course in skill desk Bangalore
SMM SEO SEM



Languages

English
Hindi
Arabic
Malayalam

Declaration

I, Shafeeu Rahman T, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Shafeeu Rahman T

Place:

Date: