

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.

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

Declaration

I hereby declare that the above mentioned information is true to the best of my knowledge.

Place:- Thrissur

Date :-

With Respect,

SAJAD HAMZA