

# SHAHID AFRIDI

HR COORDINATOR



## ABOUT ME

I am always energetic and eager to learn new skills. Able to handle multiple tasks on a daily basis. I use a creative approach to solve problem. I am a dependable person who is great at time management.

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## SKILLS

Micro  
Soft Excel

Leadership  
Work Ethic  
Teamwork

Problem  
Solving,  
Proactively

## LANGUAGES:

English ● ● ● ● ●

Hindi ● ● ● ● ●

Kannada ● ● ● ● ●

Tulu ● ● ● ● ●

Nawathi ● ● ● ● ●

## EDUCATION

POST GRADUATION DIPLOMA IN MANAGEMENT PGDM IN HR (AICTE)

Welingkar Institution of management, Mumbai University. **2021**

Bachelors of commerce (B.com)

Mangalore University, Karnatakka. **2018**

XII from Department of Pre-University Education

Karnatakka State Board and Secured First Class Grade. **2015**

## EXPERIENCE

COMPANY: GULLU DADAS RESTAURANT

LOCATION: DUBAI, OUD METHA

MANAGER (**2021**)

- Contributes to team effort by accomplishing related results as needed.
- Answering employee requests and questions.
- Coordinate and delegate the task to the appropriate person of the team.
- Maintains quality service by enforcing quality and customer service standards, analyzing and resolving quality and customer service problems, and recommending system improvements.
- Maintains staff by recruiting, selecting, orienting, and training employees.
- Ensures a safe, secure, and legal work environment.
- Develops personal growth opportunities.
- Update and keep employee records in check.

COMPANY: COGNIZANT

LOCATION: BANGALORE

PROCESS EXECUTIVE (**2018-2019**)

Employed in cognizant worked for Flagstar bank.

- Providing mortgage to support U.S public sector by looking into their site abilities, turnover, and place.
- Checking their ability, turnover and bank scores.
- Maintaining high customer renewal rates.
- Making payment on behalf of customer when payments are not done by our customers.
- Sending our clients for the quality checks whenever necessary through shipping (USPS, FEDEX).
- Collecting taxes from 50 states of USA and if it is delinquent then we need to why it was not paid.
- Property tax information and analytics information regarding lien the property.
- Types of lien taken care (water bill, sewer bill, mobile bill).