

MOHAMED REFEK.AS

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SAP CERTIFIED ASSOCIATE
CERTIFICATE ID : 0012846159

Personal Data

Nationality : Indian

Civil Status : Married

Sex : Male

Date of Birth : 30.10.1992

Languages : English, Malayalam

Address:

Salim's Residency

2nd Floor

Elamakkara PO

Kaloor-682026

Strengths:

- Sincere
- Career oriented
- Honest
- Hard working
- Self Motivated

Interests

- Tech News
- Listening Music
- Travelling

CAREER OBJECTIVE

Seeking for a position in the HR department of the reputed organization to start my career for the new learning and add some value to profitability of the organization as well as myself.

AREAS OF EXPERTISE

- * HR Administration
- * Orientation & On-boarding
- * Leave Management
- * Employee Relation
- * Performance Appraisal
- * Placements
- * Recruitment & Retention
- * Employee Training
- * Employee Record Keeping
- * Organisational Skill
- * Accounts Management
- * Exit Formalities

WORK EXPERIENCE

➤ Company Name : MEAL'D , Kakkanad

- Position : Assistant HR Manager
- Duration : May 2019 to Till date

DUTIES & RESPONSIBILITIES

- Preparation of job description and Recruitment process
- Scheduling and Conducting interview and shortlisting the candidates.
- Preparing offer Letters, Appointment Letters and contract letters for newly hired
- On Boarding, Induction and employee record keeping
- Preparation of company policies
- Employee Training
- Exit Interview and Clearance formalities
- F & F Settlement

➤ Company Name : Transorze Solutions Pvt Ltd, Cochin

- Position : HR Cum Admin Executive
- Duration : Dec 2017 – Mar 2019

DUTIES & RESPONSIBILITIES

HR

- Administration and execution of HR functions including

Passport Details

Passport No : K0054098
Date of Issue : 10/01/2012
Date of Expiry : 09/01/2022
Place Of Issue : Cochin

- Recruitment process, Selection, Payroll and Attendance, Employees Record keeping
- Management of Portals & Manpower supply firms
- Scheduling and Conducting interview and shortlisting the candidates.
- Preparing offer Letters, Appointment Letters and contract letters for newly hired.
- Conducting On boarding / Joining formalities of Employees and Preparation of joining Report
- Reference check
- Employee Training
- Employee Retention
- Grievance Handling
- Employee Performance Appraisal
- Exit Interview and Clearance formalities
- F & F Settlement
- Maintaining good relationship with client companies for providing placements to Trainees.
- Provides feedback to the management for better working environment
- Perform other ad-hoc duties as assigned by management

ADMINISTRATION

- Managing day to day activities of office
- Maintaining Registers like Stock Registers, Stationery Register, Trainee Register etc..
- Coordination of academic activities of different branches
- Maintaining records of trainees
- Vendor Management
- Purchase and maintenance of office assets

ACCOUNTS

- Maintaining Accounts statement and reporting to management
- Payment Follow-up and collection
- Petty cash Management

➤ Company Name : International Trade Links, Cochin

- Position : Sourcing Specialist
- Duration : July 2017 – Dec 2017

DUTIES & RESPONSIBILITIES

- Analyzing and understanding the job order from the client
- Sourcing the candidates from the database, Job portals and advertisement
- Preliminary screening of candidates profile
- Scheduling interview for the candidates and follow up
- Preparation of assessment of the candidates
- Conducting preliminary interview
- Coordination with client interview

➤ **Company Name : Continental Merchantile Corporation, Cochin**

- Position : HR Recruiter
- Duration : Nov 2016 – June 2017

ACADEMIC QUALIFICATION

- Master Degree
 - Field of Study : MBA HR
 - University : Bharathiar University, Coimbatore with
58% (2016)
 - Field of Study : M.com Finance (completed)
 - University : Mahathma Gandhi University
- Degree
 - Field of Study : B.com Finance
 - University : Calicut University, Calicut with 58% (2013)
- Plus Two
 - Field of Study : Plus Two Commerce
 - Board : Kerala State HSE with 70% (2010)

- Secondary Graduation
- Field of Study : SSLC
- Board : Kerala State Educational Board with
74% (2008)

Technical Skills

- SAP Certified Application Associate – SAP Business One 8.8 (2014)
- SAP FICO ERP 6.0 EHP 4
- Post Graduate Diploma in Indian and Foreign Accounting (PGDIFA)
- MS-Office Specialist Global Certification (2014)

Declaration

I hereby declare that all the information furnished here by me are true and correct to the best of my knowledge and behalf.

Date :
Place: Ernakulam

Mohamed Refeek

Reference : Available on Request



