



PROFILE

Flexible in work Schedule and confident in completing the target given. Good team player focus on improving and ready to learn new things

CONTACT

PHONE:
9995119952

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HOBBIES

Drawing
Car Enthusiastic Watching
Movies

RIZWAN HUWAIZ

EDUCATION

School

National Institute of open school 2012-2013

Degree

BBA in Ilahia College of arts and science Muvattupuzha 2013-2016

Post-Graduation

MBA HR in Alliance University Bangalore 2017-2019

WORK EXPERIENCE

Kinder Multispeciality Hospital Pathadipalam Kochi March 2020 Still working

Hr Assistant

Job Description

- Verification of daily attendance register
 - Preparation of Monthly Payroll
 - Processing and Scrutiny of job applications, maintenance of appropriate data base and short-listing applications for interview(in consultation with Hr Manager)
 - Organizing Interviews, Preparation & disbursement of Appointment letter, Offer letter & related inter-departmental coordination & Communications
 - Employee Record's maintaining
 - Employee Leave Management
 - Handling Employee Resignation & Exit Procedure, Inc Dues & Settlement
 - Statutory Compliances of ESI and PF
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COMPUTER SKILLS:

- **MS OFFICE- Internet and E-mail applications**

STRENGTH:

- **Strong Interpersonal Skills**
- **Goal Oriented**
- **Team Player with energetic and positive outlook**

PERSONAL DETAILS:

- **Date of Birth:18-04-1995**
- **Age:26 Years**
- **Nationality:Indian**
- **Gender:Male**
- **Religion: Muslim**
- **Marital Status:Single**
- **Language Known:
English(Proficient),Malayalam(Proficient)**
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DECLARATION:

I here by declare that above mentioned are true to best of my knowledge &belief. I assure that I will discharge my duties and responsibilities to the best of my capable the betterment of the organization.

Date:

Place:

[RIZWAN HUWAIZ]