

## COVER LETTER

ASHIF K

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8089582689

10-06-2022  
HR Manager

Dear Hiring Manager,

I'm applying for a HR management position at your company. Based on the posted description, I'm confident that I am fully qualified for the position and will be a strong addition to your team. I would appreciate a job interview at your earliest convenience.

Please find my resume attached.

I can be reached at the number above or at my email address.

Sincerely,

ASHIF K



# ASHIF K

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ashifshan01@gmail.com

8089582689

Kannattil House Ponmala po Malappuram Kerala 676528

## Skills

Effective Communication

Administration

Leadership

Quality Management

Employment Planning  
and Budgeting

## Field of Interest

Human Resources

Event Management

## Objective

Position in human resources, providing opportunity to make a strong contribution by utilizing and expanding upon related education, skills, experiences and capabilities.

## Academic Details

### Jamal Muhammed College Trichy

Master of Social Work HR, 75%, 2020

### Government College Malappuram

BA ISLAMIC HISTORY , 70%, 2015

### GHSS OTHUKKUNGAL

Higher Secondary , 80%, 2015

## Work Experience

### Oceana Hotel

Manager, Jun 2020 - till date

Role : Effectively liaised between senior management and employees to maintain and improve company-employee relations.

Researched, recruited, staffed, onboarded, and trained new company hires according to the needs of department managers and company budget.

Ensured compliance of company directives, regulatory concerns, and health and safety protocols.

Administered payroll, company benefits packages, corporate events, and teambuilding meetings and outings.

Monitored employee attendance and salary details.

### Aster MIMS Kottalal

HR Intern, Mar 2020 - Apr 2020

Role : Served as a link between management and employees

### Hotel Le Temps fort Trichy

HR Assistant , Nov 2019 - Feb 2020

Role : Assists HR Manager

### Joseph Eye Hospital Trichy

HR Assistant , Apr 2019 - Oct 2019

Role : Assists HR Manager

## Project Details

### **Safety of Employees in Malayil Food Park**

Safety of Employees in Malayil Food Park

## Declaration

I hereby declare that the above mentioned details are true to the best of my knowledge.

Date : 10 June 2022

Place : Malappuram

(ASHIF K)