



## 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

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9995119952

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## HOBBIES

Drawing  
Car Enthusiastic Watching  
Movies

# RIZWAN HUWAIZ

## EDUCATION

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### 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

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### Kinder Multispeciality Hospital Pathadipalam Kochi March 2020 Still working

#### Hr Executive

##### 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)**

**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: 27-01-2022

Place: Ernakulam

[RIZWAN HUWAIZ]