

Mohamed Eliyash .I

I'm a dedicated and flexible person who is optimistic with philanthropic intentions. Patience and perseverance defines me.

Email: eliyashnisha786@gmail.com

Mobile: 8754229904

SKILLS

PROGRAMMING

Ms Excel

Ms word

Power point

Internet Savvy

AREA IN INTEREST

Human Resources Generalist

Recruiting & Staffing

Payroll Management

Esi & Epf Act

EXPERIENCE

SHARDA MOTOR INDUSTRIES PVT LTD, Mahindra World City, CHENNAI

— TRAINEE | HRD

SEP 2020 – Till Working | Chennai, India

Provided the knowledge and technical expertise for work

ROLES & RESPONSIBILITY

* Require the candidate sourcing for Naukri & LinkedIn.

* Mid level in payroll Management.

* ESI online registered through new joiners and Documentation of reports with regards to EPF, ESIC.

* Maintaining Master Data for Employees.

* Employees ID creation, issuing offer letter and Appointment Order.

* Initiating and organizing Employee Engagement programs.

* Induction Training giving for New Employees.

* Maintaining the attendance and Employee files.

EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION-HR | CGPA - 7.5

— THIRUVALLUVAR UNIVERSITY | BWDA ARTS & SCIENCE COLLEGE | Kolliyangunam, India 2016-2019

HIGHER SECONDARY SCHOOL | 65.6%

— ST. MARY'S MATRICULATION HIGHER SECONDARY SCHOOL | Tindivanam, India-2016

SECONDARY SCHOOL | 82.4%

— ST. MARY'S MATRICULATION HIGHER SECONDARY SCHOOL | Tindivanam, India-2014

PROJECTS

TITLE: PERFORMANCE APPRAISEL

FIELD: Human Resources Management

ROLE: TEAM LEADER

PROJECT DETAILS: To promote employees performance level. To Analyse the potential strength and capacity of an employee. It promotes employee position the salary. This appraisal is conducted to train employee those who are weak in a particular job.

ACHIVEMENTS

- **SHAKESPEARE 400 INTER COLEGIATE** Competition First prize in stage drama competition.
- **Ad-Zap COMBAT OF TALENTS** Competition Won 1st prize.

STRENGTH AND SKILLS

Professional- Team work, ability of smart working, optimistic.

Behavioral- Amicable, Hardworking, Thirst for knowledge, Dedicated to work.

Good grasping power to learn and adapt the new technologies and domains.

HOBBIES

Playing Outdoor Game

Drawing

Browsing Listening

Songs

LANGUAGE

English

Tamil

DECLARATION

I hereby declare that all the information mentioned in my resume is true and correct to my knowledge and I take full responsibility for the accuracy of the particulars mentioned.

PERSONAL PROFILE

Father's Name : IBRAHIM .M

Mother's Name : THAKIRABANU .I

Nationality : Indian

Date of Birth : 01.06.1998

Gender : Male

Marital status : Single

Languages Known : Tamil and English

Permanent Address : NO. 05
Kamarajar Street, Roshanai Pattai, Tindivanam,
India.

DATE :

PLACE :

NAME : MOHAMED ELIYASHI

SIGNATURE :