

CURRICULAM VITAE



CAREER OBJECTIVE :-

To acquire knowledge by working with highly experienced professional for my personal as well as professional growth while utilizing my skills for the growth of organizations.

ACADEMIC QUALIFICATION :-

- 12th from CBSE Board Delhi
- 10th from CBSE Board Delhi
- Graduation (B.A.) from Delhi University (Sri Aurobindo College (Morning)) in 2013
- Post Graduation (M.A.) From IGNOU in 2016

PROFESSIONAL QUALIFICATIONS :-

- MBA From IGNOU in 2020

TECHNICAL QUALIFICATIONS :-

- C LANGUAGE
- HTML / DHTML

TECHNICAL KNOWLEDGE :-

- BASIC KNOWLEDGE OF COMPUTER
- CERTIFICATE IN ENGLISH TYPING HAVING SPEED OF 35 W.P.M
- KNOWLEDGE OF MS WORD, MS EXCEL & MS POWER POINT (PRESENTATION).

PERSONAL QUALITIES :-

- Ready to Accept Challenges
- Quick Learner,
- Discipline & Punctual.
- Team Player with good communication
- Ability to adjust to the situation.
- Positive & Confident
- Good at Communication & Coordination
- Good Adaptability

ASHIF JAVED

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New Delhi – 110 064

WORK EXPERIENCE :-

1. **M/S. DATANET INDIA PVT LTD. (KPO)** **(Computer Executive)**
1 Year Experience

Responsibility :-

- Used to work on socio-economic and political statistical data.
- Used to collect, collate and compile socio-economic statistical data about India, its various sectors, regions, states and districts to make it available online.

2. **M/S AURIC INDUSTRIES LTD :-**

(HR MANAGER)
(Feb 2015 to till Date)
5 Year Experience

Responsibility :-

- Manage recruitment & selection.
- Oversee daily operations of the HR department.
- Design compensation and benefits packages.
- Payroll management.
- Develop fair HR policies and ensure employees understand and comply with them.
- Implement effective sourcing, screening and interviewing techniques.
- Implement performance review procedures.
- Managing all administrative work.
- Induction and Orientation.
- Attendance management.
- Create and run referral bonus programs.
- Joining & Exit formalities.
- Manage employees' grievances.
- Measure employee retention.

CAREER OVERVIEWS :-

- A dynamic and hardworking individual with more than 6 years of experience.
- Proficiency in managing tasks.
- A keen communicator with the ability to relate to people across all hierarchical
- Proficiency in preparing all the required documents/paper of management
- Proficiency in dealing with Internal & statutory authority.
- Relationship development with related to the management.

PERSONAL DETAILS :-

Father's Name : Mr. Jahid Hussain

Date of Birth : 23rd March_1992

Marital Status : Unmarried

Gender : Male

Nationality : INDIAN

Language Known : Hindi & English

HOBBIES :-

- Net Surfing & Chatting on Social Networking Sites.
- Roaming and knowing about a new new places.

SUMMARY :-

In my Career, I have Worked in many Deptt/Sectors and got experiences. I have always completed job related work successfully on time, no matter how complicated they were.

I am very independent and productive in my work and work very well in a team. I am enthusiastic, creative, open-minded.

DECLARATION :-

I hereby declare that the above information finished by me is true to the best of my knowledge and belief.

PLACE : NEW DELHI

(ASHIF JAVED)