



MUHAMMED ALTHAF K
HR ASSISTANT / ADMIN
ASSISTANT

CONTACT

Address

Abu Dhabi, UAE

Visa status- visit visa (valid until
02/02/2024)

Phone

+971544485450

E-mail

kunnoorathayilalthaf@gmail.com

LinkedIn

<https://www.linkedin.com/in/muhammed-althaf-k-09726775/>

SKILLS

- Customer Experience
- Microsoft office
- Database
- Record keeping
- Accounting Support
- Candidates tracking
- Documentation and reporting
- Data Entry
- Accounting and finance
- Bank Reconciliation
- General ledger maintenance
- Financial Statement Preparation
- Mail distribution
- scheduling
- Administrative Assistance
- Time Management
- Computer Skills
- Training and development
- Client management
- Adaptability
- Following up
- Result oriented
- Team building
- Performance management
- Communication skills
- Human Resources Experience
- Spreadsheet Management

Aspiring to leverage my experience in HR functions, including candidate sourcing, resume screening, interview coordination, and candidate relationship building, gained from my previous role, I am eager to contribute as an HR Recruiter / Administrator. With a commitment to excellence in designing talent acquisition strategies, maintaining meticulous records, and fostering strong candidate-company relationships, I am dedicated to facilitating the growth and success of the organization's human resources department.

Work History

2021-12 - **HR RECRUITER / ADMINISTRATOR**
2023-02 *International Group of Aamina - Kuwait*

- Sourcing job Applications from job portals LinkedIn, Naukari, etc..) and company career page.
- Assisting Payroll co-ordination with accounts department.
- Screening applicant resumes and coordinated both phone and in-person interviews.
- Responded to inquiries by answering telephone calls, in-person questions and emails.
- Visa checking
- Gathering supporting documents within the expected timeline for visa process.
- Create and manage Excel database
- Schedules interviews with recruiting companies
- Send job offer letter emails and answer queries to the candidates and selected applicants.
- Build a Candidate and client Relationship
- Follow up with candidate and company
- Writing reports

2018-10- **ACCOUNTANT TRAINEE**
2019-03 *Accountants Academy, Vadakkekad*

- Preparing Financial Statements of Trading Companies
- Preparing Financial Statements of Non-Trading companies
- Preparing Financial Statements of Manufacturing Companies
- Preparing Financial Statements of Public Limited Companies
- Ratio Analysis
- Preparation of Accounting Registers
- GST Accounting Procedures
- GST filing Procedures
- Computerized Accounting procedures and reporting(Tally ERP 9)

2016-12 - **TEACHER**
2020-02 *Bright study center, Vadakkekad*

- Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning
- Assign and grade class work, homework, tests and assignments.
- Provide appropriate feedback on work
- Maintain discipline in accordance with the rules and disciplinary systems of the Institution.
- Participate in institution parents meetings.

TECHNICAL SKILLS

- Microsoft office-word, Power point and Excel, Outlook
- Tally ERP 9
- Illustrator and Canva
- Programming Languages: Python, JavaScript
- Web Development: Django, HTML, CSS, React JS, JavaScript, Bootstrap

MS EXCEL SKILLS

- Creating dynamic reports with PivotTables
- Cell formatting
- Managing large datasets with functions: if, sum, index, match, Vlookup
- Manipulate date, time, text, and arrays
- Building charts and graphs
- Vlookup and Xlookup
- Data validation
- Power Query

LANGUAGES

- Malayalam
- English
- Hindi (Basic)
- Arabic (Reading & Writing)

PERSONAL PROFILE

- Full name : Muhammed Althaf K
- Gender : Male
- Date of Birth : 05/02/1998
- Marital Status : Single
- Current location : Abu Dhabi
- Visa status : Visit Visa (Valid until 02/02/2024)
- Nationality : India

Education

- 07-2019 – **MBA - MASTER OF BUSINESS ADMINISTRATION - HR & MARKETING (Regular)**
University Of Calicut -SMS KUTTIPPURAM ,Malappuram ,Kerala.
- 07-2015 – **B.COM - BACHELOR OF COMMERCE - FINANCE**
07-2018 **(Regular)**
University Of Calicut - MD College Pazhanji

Training / Courses

- ADVANCED DIPLOMA IN MANUAL AND COMPUTERIZED ACCOUNTING
- PYTHON FULL STACK WEB DEVELOPMENT

Achievements & Activities

- Secured First prize in Best HR team (MESMERIZE 2020 MANAGEMENT MEET)
- Successfully conducted SOUTH INDIAN MANAGEMENT MEET GESTION 2019
- Secured Second prize in Business Quiz (NUEVOZ 2019 MANAGEMENT MEET)

Projects

- A study on effectiveness of advertisement on consumer buying behavior towards Parisons liberty Aatta with special reference to Parisons group of company Calicut

Project submitted under University of Calicut

- A Study on Spending and saving habits of college students

Project submitted under University of Calicut

Find me online

LinkedIn

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