



# MUHAMMAD YASEEN

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## About Me

A strategic bent of mind and ability to understand business needs and conceptualize initiatives linked to organization's goals & targets. Experience in Admin and HR Operations of Hiring, Offer, Onboarding & Induction, Employee Relations, Payroll, Exit Formalities, Office Administration and Client Coordination.

## Education

SCP Jain College, India.  
B.Sc in Computer Science  
2010 – 2013

## Skills

- HR Operations
- Administration
- Data Entry
- System Admin
- IT Hardware & Support
- Documentation

## EXPERIENCE

Assistant Manager – HR & Admin <b>Logskim Solutions Pvt Ltd</b>	Jan 2024 to Aug 2024
HR Manager cum Admin <b>Fifth Angle Studios</b>	July 2023 to Jan 2024
Senior Consultant <b>Careernet Technologies</b>	June 2021 – Aug 2022
Senior HR Executive <b>PanAsia HR Solutions</b>	Oct 2019 – Jan 2021
HR and Admin <b>KRM Public School</b>	June 2016 – July 2019
Admin Executive <b>Sai Surveyors</b>	Apr 2014 – May 2016

## PERSONAL DETAILS:

DOB : 21-Jun-1992

Passport No : Y5129459

Languages Known : English, Tamil & Hindi.

Marital Status : Married

Nationality : Indian

## REFERENCES

Available on request.