



# MOHAMMED ANSIF UK

HR Executive

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## Summary

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Highly organized and dependable HR professional with a proven track record of successfully managing multiple priorities in fast-paced environments. Possesses strong decision-making abilities and demonstrates exceptional leadership skills. Thrives in collaborative team settings and maintains a positive attitude while taking on additional responsibilities to achieve team objectives.

## SKILLS

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- Decision making
- Leadership
- Conflict resolution
- Employee relations
- Inventory management
- Problem solving
- Employee records management
- Time management
- Microsoft office
- Payroll management
- HR Administration

## EDUCATION

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- **Post Graduation Diploma in Human Resource Management**  
**Certified by IACET(ANSI),USA**  
**IBIS Academy ,kochi 07/2023**
- **Bachelor of Travel and Tourism Management (BTTM)**  
**Calicut University 03/2020**

## EXPERIENCE

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**HR EXECUTIVE 9/2023 – 10/2024**

**RUB-LE INDUSTRIES KOTTAKKAL,MALAPPURAM**

- Contributed in the development and implementation of HR policies and procedures.
- Managed the onboarding process, ensuring proper documentation, conducting orientation sessions, and introducing new hires to company policies and culture.
- Assisted with compensation and reward management.

- Managed a team of over 100 employees.
- Assisted in the full-cycle recruitment process, handling job postings, resume screening, interview coordination, and candidate follow-ups.
- Experienced in both blue-collar and white-collar roles.
- Specialized in IT (10%) and Non-IT (90%) recruitment.
- Supported HR department in daily administrative tasks.
- Researched industry best practices & contributed to process improvement.
- Analyzed & sorted large datasets to generate detailed reports for team reviews & decision-making.

**SALES EXECUTIVE, 06/2022 - 05/2023**  
**Reliance Trends Kochi,Inda**

- Developed and implemented sales strategies to meet customer needs and increase revenue.
- Cultivated relationships with existing customers to encourage repeat business.
- Generated reports summarizing sales performance metrics and presented findings to management team.

**PURCHASE MANAGER &SOFTWARE TECHNICIAN 06/2015 - 05/2020**  
**Sana Mobiles Edappal,Malappuram**

- Developed strategies for cost reductions, improved inventory control and increased efficiency.
- Analyzed market trends to forecast future demand for raw materials or finished products.
- Maintained up-to-date knowledge of industry trends in order to identify opportunities for cost savings.
- Performed troubleshooting and repair of smartphones, tablets, and other mobile devices.

## Language

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- English
- Malayalam
- Hindi

## Certificates

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- **Smart Phone Technician**  
**ASAP GOVT of Kerala 05/2017**