



MOHAMED FAHATH T

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PASSPORT NUMBER:

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VISA STATUS: VISIT / TOURIST

DRIVING LICENSE: SAUDI ARABIA

ACADEMIC RECORD:

- **MASTER OF BUSINESS ADMINISTRATION (HUMAN RESOURCE AND MARKETING)**
2015-2017
Jamal Institute Of Management
Tiruchirappalli, Tamil Nadu.
- **BACHELOR OF SCIENCE (COMPUTER SCIENCE)-B.SC. (CS)**
2012-2015
Jamal Mohamed College,
Tiruchirappalli, Tamil Nadu.

ADDITIONAL QUALIFICATIONS:

I have also finished the certified course in

- **PGDIBFM (POST GRADUATE DIPLOMA IN ISLAMIC BANKING WITH FINANCIAL MANAGEMENT)**
- **DCA (DIPLOMA IN COMPUTER APPLICATIONS)**
- **TALLY ERP 9**

I have also completed android application development course in **Technophilia system**.

EXTRA CURRICULAR ACTIVITY:

- Been as an Active member in Student **ROTARACT CLUB** working with teachers to improve staff and students relationship.

OBJECTIVE:

To succeed in an environment of growth and excellence by earning a job which provides me satisfaction and self development and help me to achieve organizational goal.

WORKING EXPERIENCE:

- **SUPERVISOR SALES & LOGISTICS**
Makkah Cold Store Company Limited - Saudi Arabia
March 2022 - February 2024

ROLES & RESPONSIBILITIES HANDLED:

- Coordinate sales team by managing schedules, filing important documents and communicating relevant information.
- Ensure the adequacy of sales-related equipment or material.
- Respond to complaints from customers and give after-sales support when requested.
- Store and sort financial and non-financial data in electronic form and present reports.
- Handle the processing of all orders with accuracy and timeliness.
- Coordinate with logistics team about the order deliveries.
- Inform clients of unforeseen delays or problems.
- Monitor the team's progress, identify shortcomings and propose improvements.
- Assist in the preparation and organizing of promotional material or events.
- Ensure adherence to laws and policies.
- Encouraging the sales team by their respective queries and spreading positive things.

- **HUMAN RESOURCE ASSISTANT MANAGER**
ATS Group of Companies - Mayiladudurai
Dec 2019 - Jan 2022.

ROLES & RESPONSIBILITIES HANDLED:

- Initiate motivational trainings for new employees, search strategies, vetting candidates, and other crucial functions
- Maintaining vendor relationships
- Performed HR/recruiting duties, Sourcing, Screening, Scheduling, Client Handling & Co-ordination Process
- Scheduled meetings, reviews and travel arrangements, Supervising and arranging to food providing for training employees
- Distributed and tracked all employee performance reviews
- Establish and maintain terminated employee files and unemployment records
- Performing additional duties related to Human Resources

- **SALES CO-ORDINATOR**
Asian Paints Colour Pro - Chennai
Oct 2018 to Nov 2019.

ROLES & RESPONSIBILITIES HANDLED:

- Coordinating the sales team by managing schedules, filing important documents and communicating relevant information
- Ensure the inventory of custom sales presentation materials such as brochures and presentation folders is always up to date
- Responding to complaints from customers and give after-sales support when requested
- Inform clients of unforeseen delays or problems
- Creates new and innovative ideas to sell product
- Handle the processing of all orders with accuracy and timeliness

POSITIVE TRAITS:

- Eager to learn new things
- Self Motivated
- Self Confidence

ASSETS:

- Effective leadership, technical and organizing skills
- Analyzing, Problem solving and decision making abilities
- Work commitment, initiative and high self esteem
- Ability to work well in high pressure situations
- Exceptional knowledge of employee and vendor relations techniques

ADDITIONAL EXPERIENCE:

Worked as a **Freelancing Event Manager** and Organised Events are:

- ✚ Hero I-League Foot Ball Match for the team of Chennai City Football Club combined with the Swagger Events conducted in Coimbatore, Tamil Nadu, India.
- ✚ Taj Connemara Re-Launch Grand Opening in Chennai combined with the Show Time Event Management.
- ✚ State Doctors Conference Conducted in Mahabalipuram, Tamil Nadu, India
- ✚ Organised, Many Movie audio launch and Movie function combined with CARPEDUM Entertainment in Chennai, Tamil Nadu, India.
- ✚ Organised, KONGU TAMIL MEGA CULTURAL EVENT combined with Preethi Events & Wings in Chennai, Tamil Nadu, India.
- ✚ Organised, DLF Employees engagement sports competition combined with Preethi Events conducted in DLF Campus, Porur, Chennai, Tamil Nadu, India.
- ✚ Organised, Many events like Employees Engagement parties, Award functions, MNC Conference, Brandings, Promotions, etc.,

- Assist in the preparation and organizing of promotional material or events
- Work with other departments within the company to bring in additional help on creating sales presentations when needed

- **ADMINISTRATION & Sr. HR RECRUITER**
OS Recruitment Business Solution Private Limited - Chennai
Oct 2017 to Sep 2018.

ROLES & RESPONSIBILITIES HANDLED:

- Compensation, Employee Engagement and Recognition
- Exit Formalities, Payroll Duties
- Recruitment Formalities
- **Sourcing, Screening, Scheduling, Client Handling & Co-ordination Process**
 - ✚ Designed and executed aggressive sourcing strategies via the web, social web, and networking channels.
 - ✚ Screen and review candidate profiles, to determine qualification matches through education, skills, wage etc. / Prepare in the recruiting process, including pre-screening / interviewing candidates for select clients
 - ✚ Schedule and conduct interviews, including background checks, job offers and salary negotiations
 - ✚ Coordinated with hiring managers to create and maintain recruiting and interviewing plans.

- **HR ADMIN**
Audacious Dreams Foundation - Vellore
Sep 2016 to Sep 2017

ROLES & RESPONSIBILITIES HANDLED:

- **Compensation**
 - ✚ Maintaining the attendance registers and keeping the records, releasing monthly salary and providing salary slip on monthly basis.
- **Employee Engagement and Recognition**
 - ✚ Event organizing, sending mails to the employees, Managing the Employees, files and Documents, Management in Information System/ Data Analysis, etc.,
- **Exit Formalities**
 - ✚ Conducting exit interview, Finding out the root cause of leaving, Handling resignation formalities and Providing Experience Certificate.
- **Payroll Duties**
 - ✚ Maintains payroll information by designing systems
 - ✚ Prepare and execute pay orders through an electronic system or distribute pay checks / Process taxes and payment of employee benefits
 - ✚ Maintains payroll guidelines by writing and updating policies and procedures.
 - ✚ Provides payroll information by answering questions and requests.
- **Recruitment Formalities**
 - ✚ Selection process for internal positions, dealing with employees joining formalities by issuing appointment letters, etc.,

DECLARATION:

I hereby assure that the above information is true and I will prove to be worthy of your confidence and satisfaction.

MOHAMED FAHATH T
