



MUHAMMED FAZAL T

PROFILE

To build a career in a reputed and leading organization with committed and dedicated people, which will help me to explore my managerial, professional, and interpersonal skills and work as a key player in a challenging environment.

CONTACT

PHONE:

+971 521841413

Deira, Dubai, UAE

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LinkedIn:

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LANGUAGE

English

Malayalam

Hindi

Tamil

PERSONAL PROFILE

Date of Birth : 21 JAN 1999

Nationality : Indian

Marital status : Single

VISA : Visit Visa

Passport : T2612098

REFERENCE

Prasad P - V2Soft. Inc

Manager - Talent Acquisition

prasadp@v2soft.com

+91 96206 00052

SKILLS

Microsoft Office, Word, Excel, PowerPoint, Outlook.

Hiring and Onboarding Employees certified,

International Business II Certified,

Tally (Accountant), SAP.

EDUCATION

MBA – Operations & Finance

2020 - 2022

Anna University

B Com – Finance

2016 - 2019

Calicut University

WORK EXPERIENCE

V2Soft - US IT Recruiter/Talent Acquisition

2022 Apr – 2023 Oct



- Involved in end-to-end recruitment process with the clients & candidates to go smoothly.
- Shortlisting of suitable resumes from ATS, Portals, Social Medias & personal referrals & connecting with candidates to explain them job opportunities & conduct telephonic assessments & shortlisting of suitable candidates.
- Used Job Diva (ATS) as primary sourcing tool as well as LinkedIn (X-ray searches for passive recruitment), Career Builder, Monster and Dice and used Boolean, Semantic Search for Sourcing.
- Communicate directly with USA candidates (VISA holders) regarding job details, screening with skills, negotiate with them on hourly rate as well as salary.
- Worked mainly on Full-Time roles and W2 (contracts, contract to hire & part-time) but also worked on C2C roles as well.
- Mainly working with Automotive/Manufacturing, finance & Insurance, retail, Healthcare, Energy, as well as US federal clients on IT/Non-IT & engineering roles.

Cosmos Sports - Accounting Assistant/Payroll Admin

2017 Apr – 2020 May



- Maintained & run payroll, calculated employee as well as staff salary through monthly time sheet and Monitoring, recording and maintain daily report.
- Maintaining and filing documents of day-to-day expenses, Bills and Managed petty expenses.
- Maintained financial statements like; Income and expenses, profit and loss accounts and balance sheet.
- Management of day-to-day cash sales and depositing to bank, clearing day-to-day bank cheques as well.
- Used SAP as well as a company's customized applications, Calculate and finalize the staff payroll and Release salary on time.
- Performed Billing, Bookkeeping, maintained and managed petty expenses and supplier accounts.