



MOHAMMED
RIYAS A.K

SKILLS

- Recruitment & Selection
- Talent Acquisition
- Interviewing
- Onboarding Process
- Induction & Orientation
- Payroll Management
- Statutory Compliances
- Performance Appraisals
- Exit Process
- Employee Engagement Activities
- Compensation & Benefits
- Problem-solving
- Time management

LANGUAGES

Malayalam (Native)

English (Proficient)

Hindi (Beginner)

Tamil (Beginner)

PASSPORT

Passport No.:
W1905523

ExpiryDate
26-06-2032

PROFILE SUMMARY

I am a Certified Human Resource Professional, Seeking an entry-level opportunity with an esteemed Organization,motivated to confront company challenges proactively with a creative and innovative mindset. I possess a deep understanding of the ever changing dynamics of the industry and the evolving demands of the job market. My primary strengths lie in various critical areas, such as Talent Acquisition, benefits management, recruitment, employee relations, and strategic workforce management etc.

+971 56 9517658 riyasmohammed6413@gmail.com
Malappuram (Dist), Kerala, India

EDUCATIONS

- **HR Certification, Certified Generalist in Human Resource - 2023**
Wissen International HR Academy, Kaloor, Kerala
 - Sound comprehension of the roles and responsibilities of a Human Resource Executive within the organization.
 - Strong knowledge of recruiting, sourcing, screening, and short-listing candidates according to company requirements.
 - Proficient in developing employee handbooks with clear, simplified explanations of corporate policies and procedures.
 - Skilled at organizing regular engagement activities to boost employee motivation and enhance productivity.
- **Bachelor of Business Administration (Calicut University)**
Royal Arts & Science Collage, Trithala, Palakkad (2019 - 2022)
- **Higher Secondary (Kerala Board of Public Examination)**
Darul Hidayat O.H.S School, Pookkarathara, Edappal (2017 - 2019)

EXPERIENCE DETAILS

- **Business Development Executive**
6 Months Worked at Flyer Group (Trissur)
- **Office Assistant**
3 Months Worked at Speed data Pvt lmted (Edappal)

EXPERTISE

Microsoft Excel

MS Word

Power Point

STRENGTHS

- Skilled at handling multiple tasks simultaneously.
- Innovative, Self-Motivated with strong leadership abilities.