



MUHAMMED JADEER

HUMAN RESOURCE & DOCUMENT CONTROLLER

MSW WITH SPECIALISATION
(MEDICAL AND PSYCHIATRY & HUMAN
BEHAVIOUR)

BARATHIYAR UNIVERSITY, INDIA

OBJECTIVE

To acquire a challenging position and develop the current skills from a multinational company, where I can develop my current potential to the best and work enthusiastically with a team to achieve the organizational goal.

EXPERIENCE

(6 months-Full time)

HUMAN RESOURCE MANAGER

WMO Qatar Bakery and Restaurant, Kalpetta, Wayanad, India

Key responsibilities:

- Human Resource Planning.
- Job Analysis and Design.
- Hiring Employees
- Resolve Conflict.
- Design Workplace policies.
- Maintaining Work Culture.
- Training and Development
- Ensure Health and Safety of Employee.

HUMAN RESOURCE MANAGER

CM Integrated Solutions, Malappuram, India

DU Products sales in UAE

Key responsibilities:

- Hiring Employees.
- Rewards and Incentives.
- Helping Employees to the Exceeding of Daily and Monthly Targets.

CONTACT INFORMATION

Address :-
Dubai, UAE

Mobile :-
+971505591582

Mail ID :-
Jadeermuhammed280491@gmail.
com

SKILLS

Excellent communication in English written and verbal.

Strong leadership and motivational skill.

Ability to handle pressure.

Sincere approach in duties and responsibilities.

Certified by **Tally ERP, Microsoft Office.**

Good knowledge of **Microsoft Word, Excel, PowerPoint.**

LANGUAGES KNOWN

English - Excellent
Hindi - Read and Write
Arabic - Read and Write
Malayalam - Excellent

PERSONAL DETAILS

MUHAMMED JADEER
Age: 23
Nationality : Indian
Passport No: V2234594
Visa status: Visiting visa
DOB : 20th September 1998
Marital Status : Single

- Calling Potential Customers to Persuade them to Purchase DU products and Services.

EDUCATION

(2019 – 2021)

Master of Social Work

Barathiyar UNIVERSITY, India

Core modules Studied :-

- Human Resource and Management.
- Labor and Welfare Legislation.
- Communication and Counselling

(2016 – 2019)

BA ECONOMICS

UNIVERSITY OF CALICUT

Modules included:

- Finance and Banking.
- Marketing management.
- Business management.
- Sales and Marketing
- Insurance.

ACADEMIC ACCOMPLISHMENTS

(2016 – 2019)

- U.G Project on “Decline in Rubber Price and its Effects on Rubber Cultivation
- Participated In the Workshop of Millennial Employees in an Organization by Calicut.
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DECLARATION

I hereby declare that the above-mentioned information is true and correct and I bear the responsibility for the correctness of the above-mentioned particulars.

MUHAMMED JADEER