**RESUME**

**Farooqui Md. Minhajuddin**

Cell No. 7030575982

Email: - minhajfarooqui359@gmail.com

**Objective :-**

Work with leading Organization where I can apply my genuine efforts, share experience of

4.6 years, Ideas and learn the new things by challenging assignments in HR department.

**Career Highlights**

**Organization :-** Savera Tubes Pvt. Ltd. (Unit 2), Waluj, MIDC

**Designation :-** HR Officer

**Duration :-** 13th December, 2018 to 31st May, 2020.

**Core Competencies**

* Time office Management.
* Preparation of HR & Admin-MIS.
* General Administration.

**Organization :-** Savera Press Comp Pvt. Ltd. (F-2), Waluj, MIDC

**Designation :-** HR Executive

**Duration :-** 09th January, 2022 to 4th May 2023

:- Currently working in Janta Dairy firm as a Office assistant

Till date.

**Core Competencies**

* Time office Management.
* Preparation of HR & Admin-MIS.
* General Administration.

**Management Information System (MIS)**

* Database Management.
* Preparation & maintenance of Manpower Reports (HR, Joining & Leaving, Manpower etc. reports).

**Employee Relation Activities**

* Handling Employees grievances mentoring and counseling Employees. Involve people for various activities like natural festivals celebration, cultural activities & other welfare activities.

**Personnel & Administration**

* Maintain Employees attendance on daily basis.
* Coordinate with new join employees, Joining formalities & Documentation.
* Generating employees code & maintain their master data.
* Verifying monthly attendance record of the employees.
* Prepare reports such as absenteeism, late coming, early going, etc.
* Checking Contractor Bill & Canteen Bill.
* Verify all employee’s conveyance & Travel voucher.

**Organization :-** International conveyors Ltd. Chikalthana, Aurangabad.

**Designation :-** HR Assistant & Admin

**Duration :-** 01 April.2013 to 31st December 2016

**Job Profile**

* Maintaining daily attendance manually and computerized.
* Maintaining leave records of employees.
* Housekeeping.
* Managing different events of the organization.
* Arranging accommodation facility to higher authority.
* Managing staff uniform & shoes distribution program yearly.
* Scheduled Staff training, update and maintain employee manuals
* Handled general HR quires.

**Educational Qualification :-**

**Academic Qualification**

* H S C From Aurangabad Board Secured 56.50 %
* B Sc. From Aurangabad University Secured 52.99%
* Diploma in Personal Management in 2015

**Computer Proficiency**

**Basic**: MS-CIT

**Operating System:** Dos, Windows 98/2000, Focus (ERP)

**Organisation**:Maulana Azad College Aurangabad

**Designation**:Admin Assistant

**Duration**:05/06/2010 To 20/03/2013

**Personal Details**

Name:**Farooqui Md. Minhajuddin**

Date of Birth: 04 Aug. 1983.

Gender: Male

Marital Status:Married

Languages Known: Marathi, English, Hindi

Address: Plot no-2,Noor colony, Town Hall, Aurangabad. 431001

Place: Aurangabad

Date: