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## AJAS RAHIMAN P

HUMAN RESOURCES EXECUTIVE

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### OBJECTIVE

Seeking an important and challenging role in an organization where I can attract with the new people and show my abilities.

### ADDRESS

Paloor House  
Arakkuparamba  
Mattarakkal PO  
Malappuram DT  
Kerala, India  
PIN - 679341

Mobile - +91 9846400374  
+91 7012615405

Email: [ajas.rahman07@gmail.com](mailto:ajas.rahman07@gmail.com)

### AGE & DATE OF BIRTH

24 Years, 29-05-1996

### GENDER

Male

### MARITAL STATUS

Single

## WORK EXPERIENCE

### HUMAN RESOURCES EXECUTIVE

**MYSON GROUP OF COMPANIES ,ERNAKULAM**

[WWW.MYSON.IN](http://WWW.MYSON.IN)

JUNE 2019 - JUNE 2020

Being an HR Executive, I have been assigned to the following responsibilities:

Overall controlling and co-ordination of all HR related activities in the company and also providing clerical and administrative support to superior and junior staff members of the HR department.

Preparation of Salary statements, Payroll, Daily work reports.

Maintaining employee files and records.

EPF and ESI documentation and filing.

Co-ordinating recruitment and selection process.

Employee grievance handling.

Preparing performance appraisal reports.

Salary journalizing.

Collecting and sorting incoming job applications.

Negotiating advertising rates with online job boards, job consultancies and newspapers.

Keeping confidential reports private.

Updating Service Record.

Day to day analysis and verification of leave requests by the employees.

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**AJAS RAHIMAN P**

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**EDUCATION****MASTER OF BUSINESS ADMINISTRATION**

[FINANCE AND MARKETING – APRIL 2019]

CGPA - 7.56 – FIRST CLASS

ANNA UNIVERSITY

**BACHELOR OF BUSINESS ADMINISTRATION**

[HUMAN RESOURCES – APRIL 2017]

CGPA - 3.27 – FIRST CLASS

CALICUT UNIVERSITY

**SKILLS**

Proficiency in Microsoft office, with great excel skills and knowledge in Tally ERP 9.0.

Dedication towards the tasks given at maximum level.

Ability to interact with employees at all levels.

Excellent interpersonal skills and written communication skills.

Able to act independently to get a job done.

Can work with people from all backgrounds.

Keen and eager to learn new things.

**PROFESSIONAL TRAINING**

Internship at FIBO MACRO AND MICRO AUTO SPARES PVT. LTD. , Trichy – (6 months)

Organizational study at UNIVERSAL TRADE LINKS, Shoranur – (1 month)

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**AJAS RAHIMAN P**

HUMAN RESOURCES EXECUTIVE

**OTHER PERSONAL DETAILS**

Father's Name - Jafar P

Mother's Name - Saleena P

Languages Known - English, Hindi, Tamil &amp; Malayalam

Passport Number - R3893209

Date of Issue - 18-09-2017

Place of Issue - Malappuram

Date of Expiry - 17-09-2027

**REFERENCES****MR. K MADHAVAN NAIR****COO****MYSON GROUP OF COMPANIES , ERNAKULAM****MOB - +91 9148630333****MR. SUMESH K BALAN****FINANCIAL CONTROLLER****DREAM 5 WLL , DOHA****MOB - +974 33936492**