**CURRICULUM-VITAI**

|  |  |
| --- | --- |
| ***PERSONAL PROFILE***  C:\Users\SYED MEHMOOD ALI\AppData\Local\Packages\Microsoft.Office.Desktop_8wekyb3d8bbwe\AC\INetCache\Content.Word\20181023140119034.png  **Name:- SYED MEHMOOD ALI**  **E-mail Id :- syedmahmood\_ali@ymail.com**  **Skype Id:- syedmahmood\_ali**  **Linkedin:-linkedin.com/in/syed-mehmood-ali-61728576**  **Mobile No-: +91-9415520380**    **Residence Address: 180, Imam Bara, Faizabad Road**  **CITY :Gonda**  **P.O:- City Post Office (271001)**  **STATE:-UTTAR PRADESH**  **COUNTRY: INDIA**    **Personal Information:**  **Date Of Birth**   :   01/01/1990  **Sex**               :    Male  **Nationality**      :    Indian  **Marital Status** :    Single  **Language Known**   * English * Arabic * Hindi * Urdu | **OBJECTIVE**:  To hold a management track position in corporation by working in a challenging atmosphere, which will provide me opportunity for learning and moving upwards in my career ladder, where my knowledge & dedicated hard work will make a meritorious contribution to growth of the organization.  **ACADEMIC QUALIFICATION**:   * 10th passed from  CBSE board * 10+2 passed from  UP board * B.sc (PCM) passed from Avadh University * MBA (HR/IB) passed from Uttar Pradesh Technical University * Diploma in Airport Management And Customer Care Services. * Computerized Professional Accounting.   **SPECIALIZATION:**   * Major : HR (Human Resource) * Minor : IB (International Business)     **BELIEF:**    Find the way or make one.    **ASSETS:**    Highly motivated to work as a team.  Adjustable to any environment.  Effective Communication skill.  Leadership qualities.      **STRENGTHS:**    Self-confidence, Composure, Taking every problem seriously and finding a solution through practical and analytical approach. |

**TECHNICAL SKILLS & COMPUTER PROFICIENCY :**

Advance Diploma in Computer Application

●   Course on Computer Concepts

●   Diploma in URDU language

**EMPLOYEMENT DETAILS:**

****

**Employer : Al Hussain for Toys Co (RIYADH, K.S.A)**

**Designation : HR Executive**

**Experience : 15 March 2015 To 12 August 2018**

**Roles and Responsibilities:**

* Conduct initial orientation to newly hired employees.
* Sending employees for medical Checkup and Bank Account opening formalities.
* Preparing Employees Payroll, incentives, Bonus and Advance Deduction.
* Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc.)
* Ensure absence monitoring is in line with company guidelines
* Maintain Health insurance for all employees (addition, deletion and upgrading) as per company policy.
* Maintain and ensure to update all employees file records.
* Maintain electronic and hard copy filing system.
* Assist with day to day operations of the HR functions and duties.
* Renew Employee ID- “IQAMA” and Traffic violation payment.
* Make travel arrangements as required including employee vacation, ticketing and transportation.
* Properly handle employees complaints and grievance procedures.
* Full and final Salary Settlement and Exit Formalities.



**Employer : Hotel J.P Palace (GONDA, INDIA)**

**Designation : Front Office Associate**

**Experience : 05 July 2013 To 15 January 2015**

**Roles and Responsibilities:**

* Greet, check in and settle guest accounts while ensuring all service standards are followed.
* Respond to each Guest who approaches the Reception Desk.
* Direct Bell Person to escort guest and transport their luggage to the room.
* Coordinates room status updates with the housekeeping department by notification housekeeping of all checkouts, late checkouts, early check-ins, special requests, and day use rooms.
* Drive rate through up-selling room brands.
* Performs cashiering tasks like bill/invoice settlement, posting charges to the guest, paid out's, Foreign currency exchange etc.

**PASSPORT DETAIL:**

**Passport No : V0101206**

**Place of Issue : LUCKNOW**

**Date of Issue : 11/12/2019**

**Date of Expiry : 10/12/2029**

**I hereby declare that the information furnished above is true to the best of my knowledge.**

Place: Gonda INDIA        (SYED MEHMOOD ALI)