



Mohd Tarif

- **Cell Phone Number:**
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- **E-Mail:**
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- **Current Address:**
Naka- Maudaha Road,
Kauhslapuri Colony, Faizabad.
- **Permanent Address:**
61-A/D-105, Kanhaiya Nagar,
Kalyanpur, Lucknow
- **Date of Birth:**
01-02-1995
- **Marital Status:**
Unmarried
- **Languages Known:**
English, Hindi
- **Training:**
Internship (Recruitment) at
The Right Solutions Lucknow
- **Strength:**
Time Management,
Hard working,
Flexible in handling work,
Adaptation of Environment
- **Skills:**
Campus Drive, Recruitment,
Training, Induction Program
MS Office.
- **Awards & Achievements:**
 1. All India 2nd Highest Recruitment in SSGC.
 2. NCC 'B' & 'C' certificate,
 3. Gold Medal in Aero-modeling competition (NCC AIVSC),
 4. Participated in Pre-RDC camp in 2014,
 5. Participated in **UP Investor Submit 2018** in Lucknow.

CURRICULUM VITAE

MOHD TARIF

I'm a hardworking HR person and as a self-motivated individual, I want to get involved with an organization where I can utilize my skills and knowledge effectively for the growth of the organization as well as my career.

Academic Background:

Year	Qualification	Subjects	Institution	Marks/ %
2018	PGDM	Human Resource & Marketing	Techno Institute Of Management Sciences	52.79
2015	Graduation (B.Com)	Accounting , Economics, Audit, Marketing	University Of Lucknow	45.9
2012	Intermediate	Commerce	CBSE Board	51.2
2010	High School	English ,Hindi, Math, Science, SSC, IT	CBSE Board	6 CGPA

Experience:

1. Working in **Shivashakthi Group of Companies** from October 2018 to till date.
 - **Management Trainee – HR** at *Shivashakthi Bio Technologies Ltd. Mathura* from October 2018 to June 2020
 - **Executive – HR** at *Vinuthna Fertilizerss, Ayodhya* from July 2020 to till date.
- Key Responsibilities:**
- ✓ Recruitment,
 - ✓ Identify the source for hiring,
 - ✓ Interviewing the candidates, and coordinate the interview from respective department,
 - ✓ Attend campus recruitment, government job fair
 - ✓ Joining formalities,
 - ✓ Generate Offer Letter, Experience Certificate, and ID cards.
 - ✓ Handling Employee Database(Both Soft Form and Files Management)
 - ✓ Leave and Attendance Management
 - ✓ Handling compliances (ESI, PF, Medclaim,)
 - ✓ Exit Interviews
 - ✓ Organized Employees Engagement Actives.
 - ✓ Maintain Salary Slip,
 - ✓ Organized Induction Program, Meetings, Trainings.
 - ✓ Arrange Hotels and Travel tickets of senior staff.
 - ✓ Handling all the queries of the employees.
 - ✓ Provide training and motivate the employees on day-to-day basis.

Declaration:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date:
Place:

MOHD TARIF