



MOHAMMAD AUYOOB RATHER

📍 Srinagar Kashmir, India 193201

📞 +919682679019

✉️ mohammadauyoob1@gmail.com

✉️ **POST APPLIED FOR HR/BDM**

SUMMARY

Seeking a challenging career in a professional environment where my skill will be utilized for successfully achieving the goals of the organization as well as for contributing growth & progress of the organization.

EXPERIENCE

HR MANAGER/BUSINESS DEVELOPMENT MANAGER, 03/2021 - 02/2024

HODOUE AL BAHAR HR CONSULTANCY SERVICES, UAE

- Recruitment and hiring: Overseeing the recruitment, interview, selection, and hiring processes
- Training and development: Managing training and development programs
- Employee benefits: Planning and overseeing employee benefit programs, including health plans, retirement planning, and disability benefits
- Compliance: Ensuring compliance with laws and regulations, as well as internal policies
- Employee engagement: Developing employee engagement strategies and surveys
- Workplace safety: Creating a safe and inclusive work environment, and addressing any potential issues
- Overseeing projects: They oversee growth projects and the sales process
- Forecasting revenue: They make sales projections and forecast revenue

OUR CLIENTS IN UAE

KP CHAI GROUP (CAFE AND RESTAURANTS)

FOUR SQUARE CAFE AND RESTAURANTS

TRANSGUARD GROUP (SECURITY SERVICES)

AL- MADINA GROUP (HYPERMARKETS)

EXPERIENCE EMIRATI HOSPITALITY (ARABIAN TEA HOUSE RESTAURANT & CAFE

ASTER CLINIC

ASTER PHARMACY

AL RASHID HOSPITAL (OUT SOURCE)

RUKH AI SAQR DELIVERY SERVICES AND FACILITY MANAGEMENT

OUR CLIENTS IN QATAR

HOUSE NURSES FOR QATAR BOTH MALE & FEMALE

HOUSE COOKS

HOUSE MAIDS

Senior HR Executive/BUSINESS DEVELOPMENT MANAGER, 08/2018 - 12/2020

AL MUHEEL GROUP OF COMPANIES, Saudi Arabia

- Oversaw employee relations, handling grievances and disciplinary matters in line with legal requirements.
- Advised senior management on HR policies and procedures, aligning HR strategies with corporate goals.
- Provided support to employees with various HR-related issues and liaised with heads of department to find resolutions.

OUR CLIENTS IN SAUDI ARABIA

AL-HATHAL CONTRACTING CO RIYADH (Construction Company)

AL-MUHEEL GROUP Of Companies JEDEH (CLEANING AND MANPOWER SUPPLIER CO)

Hardee's Al Kharj (BAKERY AND SWEETS)

GREEN PASTURES VETERINARY CLINIC & PHARMACIST & LABORTORIE GROUP AI KHARJ/RIYADH(ONLY FOR ANIMALS)

DUTIES OF BUSINESS DEVELOPMENT MANAGER

Researching new markets: They research current and potential markets to find new opportunities for growth.

Developing sales solutions: They use their research to develop sales solutions that will increase the company's profitability.

Attracting new clients: They develop a network of contacts to attract new clients.

Managing projects: They oversee growth projects.

Forecasting revenue: They make sales projections and forecast revenue.

SKILLS

- Positive Attitude
- Hardworking
- Motivational skills
- Punctual
- Leadership Qualities
- New employee orientation
- File handling
- Oral and written communication
- Recruitment
- Hiring and training
- HR and recruitment
- Leadership development

LANGUAGES

English: Proficient	C2	Hindi: Advanced	C1
Urdu: Advanced	C1	Arabic: Intermediate	B1

EDUCATION

Graduation From University of Kashmir 65 per mark, 2014
Graduation: B.A

12th Jammu & Kashmir Board of school Education , 2011
12th: ARTS

The ministry of Tourism, Govt of India
IHM Diploma: National Hospitality certificate

Computer Applications
One year Diploma

CUSTOM SECTION

- Developing a network: They build a network of contacts to attract new clients.
- Researching markets: They research new market opportunities and industries to develop sales solutions.
- Creating strategies: They create and implement strategic goals and marketing and sales strategies.
- Monitoring performance: They monitor the company's performance to identify areas that need improvement.
- Negotiating: They negotiate contracts or prices with clients.
- Providing feedback: They provide constructive feedback to salespeople.
- Reviewing contracts: They review sales contracts to ensure they meet legal and corporate guidelines.

PERSONAL INFORMATION

- Passport Number: X-9271645
- Father's Name: Ali Mohammad Rather
- Date of birth: 08/18/94
- Gender: Male
- Nationality: Indian
- Marital status: married
- Passprt issuing place: Dubai
- Passport Issue Date:15.05.2023
- Passport Expiry Date:14.05.2033

HOBBIES AND INTERESTS

- Listening naats and Quran
- Travelling
- Interaction with new peoples

DISCLAIMER

I hereby declare that the particulars furnished above are correct and true to the best of my knowledge and belief., 10/16/24, Srinagar

MOHAMMAD AUYOOB RATHER

Sr. No. - KU/SGR/20-21-041114 / 107727

5580 / 37269-SP-1012



University of Kashmir

کشمیر یونیورسٹی

NAAC Accredited Grade A

on the recommendation of the Academic Council



Mohammad Auyooob Rather

is admitted to the

Degree of Bachelor of Arts

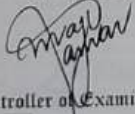
with Third Division

(Regular Mode)


through

Govt. Degree College, Sopore

on Twenty Third of May in the Year Two Thousand Fifteen.


Controller of Examinations




Vice Chancellor



هدوء البحر لا استشارات الموارد البشرية

HODUE ALBAHAR HR CONSULTANCIES

Date: 01-05-2023

Salary Certificate

To,

Emirates NBD

This is to Certify that Mr. MOHAMMAD AUYOUB RATHER, Holder of Republic of India Passport

No: L5695727 is a confirmed employee of HODUE ALBAHAR HR CONSULTANCIES

He has been working in Company as a Sales Manager Since 04-04-2023

Currently he is drawing a monthly salary of AED 8500 (Eight Thousand five Hundred AED only)

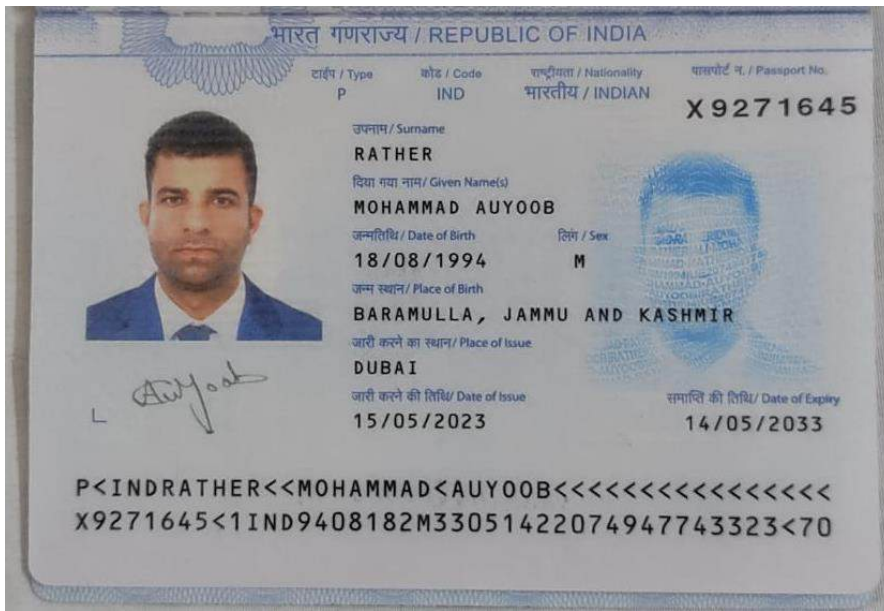
This certificate is issued on his request

Thanks and regards,

Tanvir Alam
Managing Director



HODUEALBAHAR HR CONSULTANCIES



24/23, 5:01 PM

Ministry Of Human Resources & Emiratization - Print Receipt



Contract preview
مشاهدة العقد

UNITED ARAB EMIRATES
MINISTRY OF HUMAN RESOURCES
& EMIRATISATION



الإمارات العربية المتحدة
وزارة الموارد البشرية
والتوظيف

EMPLOYMENT CONTRACT FULL WORK

عقد عمل دوام كامل

Work permit (Recruiting a worker from outside the country)

تصريح العمل (استقدام عامل من خارج الدولة)

Work Style Full Work

نمط العمل دوام كامل

Transaction Number MB239907667AE

رقم المعاملة MB239907667AE

It is on Saturday Corresponding to 04/02/2023 in UAE
1. Establishment Name HODUE ALBAHAR HR CONSULTANCIES
Establishment No 1540363
Represented by TANVIR ALAM NASIM AHAMAD
Passport No 12345678 Nationality INDIA
Title Owner Emirate Dubai
Telephone Number 0523475786 E-Mail tanviralam8880@gmail.com

إليه في يوم السبت الموافق 04/02/2023 من كل من
1. اسم المنشأة هودع البحر لاستشارات الموارد البشرية
رقم المنشأة 1540363
و يمثلها تنوير علم نسيم احمد
رقم الجواز الهند الجنسية 12345678
الصفة مالك الإمارة دبي
رقم الهاتف 0523475786 البريد الإلكتروني tanviralam8880@gmail.com

Herein after referred to as the First Party / Employer in this Employment Contract

ويشار الى ما ذكر في هذا البند بالطرف الأول/ أو صاحب العمل في عقد العمل

2. Name MOHAMMAD AUYOOB RATHER ALI MOHAMMAD RATHER
Nationality INDIA Date of Birth 18/08/1994
Passport Number L5696727 Telephone Number 009134583459384
Academic Qualification University



2. الاسم محمد اويوب راتير علي محمد راتير
الجنسية الهند تاريخ الميلاد 18/08/1994
رقم الجواز L5696727 رقم الهاتف 009134583459384
المؤهل العلمي جامعي

Herein after referred to as the as the Second Party / Employee in this Employment Contract. First And Second Party are referred to collectively as the Parties/ Both Parties in this Employment Contract.

ويشار الى ذلك في هذا البند بالطرف الثاني/ أو العامل في عقد العمل. ويشار الى ما ذكر في هذين البندين (1و2) (معاً) للطرفين أو الطرفين) في عقد العمل.

Article (1) (Working days and hours)

البند الأول (أيام وساعات العمل)

Based on the mutual agreement and acceptance of Job Offer No ST232115706AE dated 04/02/2023 Whereas the First Party expressed his/her desire to contract with the Second Party to fill the vacant position shown below, accordingly this offer is presented, which includes the following:
1. The Second Party shall work for the First party in the designation / profession of Sales Manager in the UAE Dubai Ordinary working hours 8 Hours.
2. The Second Party will undergo a probation period of 3 months
3. The First Party shall grant the Second Party a paid annual leave of 30 days .
4. The Second Party is entitled to get a weekly rest of 1 days with full payment for the following days Sunday

بناء على موافقة الطرفين على عرض العمل رقم ST232115706AE بتاريخ 04/02/2023 أيدى الطرف الأول رغبته في التعاقد مع الطرف الثاني لتشغيله في المهنة الموضحة أدناه، متضمناً الاتي
1. يلتزم الطرف الثاني بأن يعمل لدى الطرف الأول بمهنة مدير المبيعات ب إمارة دبي وساعات عمل مقدارها 8 ساعات
2. يعمل الطرف الثاني لدى الطرف الأول تحت التجربة لمدة 3 شهور
3. يمنح الطرف الثاني إجازة سنوية لمدة 30 يوم مدفوعة الأجر.
4. يمنح الطرف الثاني راحة اسبوعية لمدة 1 يوم مستحقة للأجر وذلك عن الأيام التالية الأخذ

Article (2) (Contract Details)

البند الثاني (تفاصيل التعاقد)


1.The term of this contract shall be 2 Years starting from 04/02/2023 and ending on 04/02/2025 Should either Party solely wish to terminate the Employment Contract during the term thereof, the terminating Party shall notify the other party of such desire 1 month as a prior notice before the determined date of termination. Such period shall be similar for both parties.
2.The Parties to the contract may renew the same once or more times for similar or shorter period/ periods. In the event of renewal of the contract the new period/ periods are deemed to be an extension of the original period and shall be added in calculation of the employee's total period of service.
3.If both parties continue to apply the contract after the lapse of its original term or completion of work agreed to, without an express agreement, it should be understood that the original contract has been extended under the same conditions except for condition regarding its duration.

1 تكون مدة هذا العقد 2 سنوات تبدأ من 04/02/2023 وتنتهي في 04/02/2025 وفي حال رغبة أحد الطرفين إنهاء هذا العقد أثناء سريته ، فإنه يلتزم بتقديم إخطار للطرف الآخر مسبقاً بمهلة إندار مدتها 1 شهر قبل التاريخ المحدد لانتهاء وتكون هذه المدة متمثلة للطرفين.
2 يجوز بالتفق الطرفين تمديد أو تجديد هذا العقد لمدة أخرى مماثلة أو مدة أقل مرة واحدة أو أكثر وفي حالة تمديد أو تجديد العقد، تعتبر المدة أو المدة الجديدة امتداداً للمدة الأصلية وتضاف إليها في احتساب مدة الخدمة المستمرة للعامل.
3. إذا استمر الطرفان في تنفيذ العقد بعد إنقضاء مته الأصلية أو انتهاء العمل المتفق عليه دون اتفاق صريح اعتبر العقد الأصلي مستمراً ضمناً بالشروط ذاتها الواردة فيه.

पिता / दादाजी का नाम / Name of Father / Legal Guardian
ALI MOHAMMAD RATHER
 माता का नाम / Name of Mother
FATIMA BAGUM
 पति का नाम का नाम / Name of Spouse

 पता / Address
KRANKSHIVAN
SOPORE, BARAMULLA
PIN: 193201, JAMMU AND KASHMIR, INDIA
 पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं जगह / Old Passport No. with Date and Place of Issue
L5696727 25/11/2013 SRINAGAR
 फाइल नं. / File No.
UE2074947743323

UNITED ARAB EMIRATES
 FEDERAL AUTHORITY FOR IDENTITY & CITIZENSHIP, CUSTOMS & PORT SECURITY
 Resident Identity Card



الإمارات العربية المتحدة
 الهيئة الاتحادية للهوية والجنسية والجمارك وأمن المنافذ
 بطاقة هوية مقيم

ID Number / رقم الهوية
784-1994-1564273-7
 الاسم: محمد اويوب راثير علي محمد راثير
 Name: Mohammad Auyob Rather Ali Mohammad Rather
 Date of Birth: **18/08/1994** تاريخ الميلاد:
 الجنسية: الهند
 Nationality: India
 Issuing Date / تاريخ الاصدار: **12/03/2023**
 Expiry Date / تاريخ الانتهاء: **11/03/2025**
 الجنس: ذكر
 Sex: M

التوقيع / Signature

دولة الامارات العربية المتحدة
UNITED ARAB EMIRATES



إقامة
RESIDENCE

رقم الهوية
784199415642737
 رقم الملف
201/2023/2237673
 رقم الجواز
L5696727
 الاسم
محمد اويوب راثير علي محمد راثير
MOHAMMAD AUYOUB RATHER ALI MOHAMMAD RATHER
 المهنة
مدير مبيعات
SALES MANAGER
 الكفيل
هدوء البحر لاستشارات الموارد البشرية
HODUE ALBAHAR HR CONSULTANCIES
 تاريخ انتهاء
2025/03/11
 تاريخ إصدار الإقامة
2023/03/12

الزم الموحد
 U.I.D.No
 الملف
 File
 التوقيع
 Sign

تعتبر الإقامة لاغية إذا تجاوز حاملها الإقامة خارج دولة الإمارات مدة ستة أشهر
 Residence Permit Become invalid bearer resides out of U.A.E for more than six months.



Contract preview
مشاهدة العقد

Transaction Number MB239907667AE MB239907667AE رقم المعاملة

Article (3) (Salary Details) **المادة الثالثة (تفاصيل الأجر)**
Parties hereto agree that the Second Party shall work for the First Party in return for a Monthly Wage salary of 8200 AED Such salary includes:
Basic Salary: 6000 AED Total Salary: 8200 AED
Housing Allowance: 1000 AED Transport Allowance: 500 AED
Food Allowance: 700 AED
The parties agree that the Second Party shall work for the First Party in return for a Monthly Wage salary of 8200 AED Such salary includes:
Basic Salary: 6000 AED Total Salary: 8200 AED
Housing Allowance: 1000 AED Transport Allowance: 500 AED
Food Allowance: 700 AED
اتفق الطرفان على أن يعمل الطرف الثاني لدى الطرف الأول مقابل: أجر شهري مقداره 8200 درهم إماراتي ويتضمن:
رتب الأساس: 6000 AED
بدل السكن: 1000 درهم إماراتي
بدل الطعام: 700 درهم إماراتي
الراتب الإجمالي: 8200 درهم إماراتي
بدل المواصلات: 500 درهم إماراتي

Article (4) (Additional Terms) **المادة الرابعة (الشروط الإضافية)**
1. The Second Party shall be obliged to pay back the value of the training (which is estimated at an amount of 8500 AED) when they terminate the employment contract based on their own free will (within 6 Month) from the date of commencement of their contract, without prejudice to the First Party's legal or contractual obligations. (the amount agreed on for the value of the training period must be commensurate with the employment period of the employee).
Any condition that violates the provisions of Decree-Law No. 33 of 2021 concerning the regulation of labour relations and the executive regulations and the relevant decisions in force in respect thereof shall be null and void.
1. يتوهم الطرف الثاني دفع قيمة التدريب (والتي تقدر بمبلغ 8500 درهم) عند فسخه باتهامه عند العمل بوافقه الطوع، (بمعدل ستة أشهر) من تاريخ بداية العمل، ودون إخلال من الطرف الأول بالتزامه التعاقدية أو القانونية. (يجب أن يتناسب قيمة المبلغ المنفق عليه من فترة التدريب مع المدة التي لحقها العمل في العمل).
يتم بمقتضى كل شروط يخالف أحكام المرسوم بقانون رقم 33 لسنة 2021 بشأن تنظيم علاقات العمل ولائحة التنفيذية والقرارات ذات العلاقة المعمول به في شأنه.

Article (5) **المادة الخامسة**
The Parties are bound to abide by all the laws and regulations in the country, and to maintain public order and public decency. Imposing any of the sanctions mentioned in the Federal Decree-Law on the Regulation of Labour Relations, or its Executive or Implementing Decrees, shall not hinder enforcing further sanctions mentioned in other laws in case of violating such laws.
يخضع الطرفان للامتثال لكافة النظم والقوانين السارية في الدولة، والالتزام بالتحفاظ على نظام العمل والأداب العامة، ولا يحل توقيع الجزاءات الواردة بالمرسوم بقانون بشأن تنظيم علاقات العمل أو اللائحة التنفيذية أو القرارات الواردة بالمرسوم من توقيع أي عقوبات وإجراءات أخرى سارية في الدولة حال مخالفتها.

Article (6) (Declarations) **المادة السادسة (الإقرارات)**
1. The parties hereto acknowledged that they had thoroughly reviewed and agreed to the articles stipulated herein
2. The provisions of Federal Decree-Law No. 33 of 2021 concerning the regulation of Labour Relations And Its Executive Regulations and decisions implemented shall apply
1. إقر الطرفان بأنهما تعلما ووافقا على نود عقد العمل وباعتباره جزء لا يتجزأ من عرض العمل بوجوب هذا العقد من تسخين، بعد أن تم توقيع من الطرفين.
2. تطبق أحكام المرسوم بقانون رقم 33 لسنة 2021 بشأن تنظيم علاقات العمل ولائحته التنفيذية والقرارات المتخذة له في كل ما لم يرد فيه نص في هذا العقد.

Document Signed Electronically

المستند موقع إلكترونيًا

Ministry approval	اعتماد الوزارة	Second Party's Signature	توقيع الطرف الثاني	First Party's Signature	توقيع الطرف الأول
		MOHAMMAD AUYOUB RATHER ALI MOHAMMAD RATHER	محمد ايوب راتر علي محمد راتر	TAWIR ALAM NASIM AHAMAD	توير علم نسيم احمد



Card Number / رقم البطاقة / 127784734

UAE

UAE

المهنة: مدير المبيعات
Occupation: Sales Manager
صاحب العمل: هدوء البحر لاستشارات الموارد البشرية
Employer: Hodue Albahar Hr Consultancies
مكان الإصدار: دبي
Issuing Place: Dubai

If you find this card, please return it to the issuing organization or to the nearest police station.
عند العثور على هذه البطاقة الرجاء إرجاعها إلى جهة إصدارها أو إلى أقرب مركز شرطة

ILARE1277847349784199415642737
9408182M2503114IND<<<<<<<<<<<<<<<<<<3
MOHAMMAD<RATHER<<MOHAMMAD<AUYO

Govt Degree College Sopore

S. No. 1187

CHARACTER CERTIFICATE

University Roll No. 5580

Registration No. 37269-SP-2012

College Roll No. 1871

This is to certify that MOHAMMAD AUYOOB RATHER
Son of / daughter of ALI MOHAMMAD RATHER
was a student of this college during the session ANNUAL 2014
and has passed / reappear / failed in the BA Examination conducted by University of
Kashmir through this college.

His / Her conduct and behavior in this college remained good / satisfactory throughout the Course.

Dated:- 06-15-2015


PRINCIPAL
Govt Degree College Sopore
Principal

6:40 pm ✓



Bachelor of Arts (BA) 3 Year Degree Course

SESSION MARCH - APRIL, 2015

ROLL NO. 5580

REG. NO. 37269-SP-2012

NAME: MOHAMMAD AUYOOB RATHER

PARENTAGE : ALI MOHAMMAD RATHER

Third Year

SUBJECTS	THEORY			PRACTICAL			Total
	Max. Marks	Min. Marks	Marks obt	Max. Marks	Min. Marks	Marks obt	
GENERAL ENGLISH	150	54	60	XX	XX	XX	60
POLITICAL SCIENCE	150	54	71	XX	XX	XX	71
GEOGRAPHY	100	36	43	50	18	42	85
HISTORY	150	54	69	XX	XX	XX	69

First Year : 243 Second Year : 280 Third Year: 285

RESULT : PASS

Grand Total in Figures 808 / 1800

MARKS IN WORDS: EIGHT HUNDRED EIGHT

Division: Third

Errors and Omissions Excepted.

Mark submission of this marks sheet does not at all confer any right or privilege independent of the proper qualification certificate which shall be issued in due course of time.

[Signature]
Dy./Asstt Controller of Examinations

Notification No.

1

Dated

23-05-2015



University Campus, Srinagar Prepared by

Checked by

EXCELLENT COMPUTER & STENOGRAPHY INSTITUTE (A Technical Education Academy)

BARANPATHER BATAMALOO NEAR (P.C.R) SRINAGAR

Admn. No. ECS/DIP. C/1044

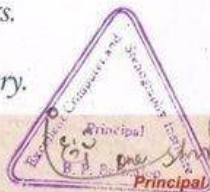
Dated 15-12-2010

Certificate

This is to Certify that Mr./Miss/Mrs. **MOHAMMAD AUYOOB RATHER**
 S/O, D/O, W/O **ALI MOHAMMAD RATHER**
 was a student of this Institute enrolled in Computer / Shorthand / Typewriting. He/She
 complete the course and can manipulate the typewriter with a speed of **NIL** per
 minute and can take dictation in Shorthand with a speed of **NIL** per minute.
 He/She has also completed **ONE YEAR DIPLOMA** in Computers.
 During the training period his/her work and conduct remained satisfactory.

Sameer
Course Coordinator

H. Ahmad
Checked



[Signature]
Principal