



Muhammed Asad MC

My Contact

✉ asadmcl516@gmail.com

☎ +91 9745328201

📍 Kozhikode, Kerala, India

Personal Details

Sex: Male
Nationality: Indian
Marital Status: Married

Languages

- English
- Arabic
- Urdu
- Hindi
- Malayalam

Hard Skill

- MS Word, MS Excel, MS PowerPoint
- Corel Draw and InDesign
- Use of Internet & Windows
- Managing ERP Software
- Word Processing in English, Arabic & Urdu
- Organize Employee File
- Master File Updating & Management
- Talent Acquisition & Recruitment
- Interpersonal Communication
- Management & Master File Updating
- Insurance Addition and Deletion
- Coordination with Insurance Agent for Claim
- Monthly Income and Expense Management

Soft Skill

- Good Communication
- Team work
- Data Analysis
- Decision Making
- Effective Organizational skill
- Performance Management

Declaration

I hereby declare that all the information given above is true and correct to the best of my knowledge.

About Me

skilled and experienced in challenging positions in the administration and management sector. To be able to secure a challenging position which will provide an opportunity to prove worth utilising abilities developed through my knowledge, skills and education, and to enter the challenging world of competition with your company and to acquire knowledge and experiences in a multi-tasking environment and to play a pivotal role where can achieve results by making a measurable contribution, teamwork and passion, enhanced by the drive to succeed.

Professional Experience

- Human Resource Management Intern
PBG Training Institute, Kottakkal
Completed Advanced training in Human Resource Management with two month internship
- IT Administrator
Darul Huda Islamic University, Chemmad – August 2018 – Present
Worked for six years as IT Administrator at Darul Huda Islamic University, Chemmad, Malappuram, Kerala
- Students' Welfare Coordinator
Darul Huda National Institute, Chemmad – August 2022 – Present
Two years of experience as Welfare Coordinator at Darul Huda National Institute, Chemmad, Malappuram
- Finance Manager
Telitcham Monthly, Chemmad – August 2016 – 2018

Education Background

- Advanced Training In Human Resource Management
PBG Training Institute, Kottakkal
- Master of Arts – Arabic language
University of Calicut
- Bachelor of Arts – Sociology
University of Calicut
- Master of Arts – Islamic and Human Sciences
Darul Huda Islamic University
- Special Training in Payroll Management based on Wage Protected System & Advanced Training in Excel.
PBG Training Institute, Kottakkal