

Mohammed Kolia

Email: mohammedkolia3@gmail.com

Mobile: 7567469172

Address: Bharuch, Gujarat

Career Objective

A result-oriented and motivational B.com graduate looking for an opportunity in a reputed organization where I can upgrade my knowledge and skills in the field of accounting and HR management.

Core Competencies

- Knowledge in Microsoft Office, CAMS & CMS
- Excellent communication skills (both oral and written).
- Creative thinking, Leadership skills, Team building, Adaptable.
- Willingness to learn new things, Team facilitator, Potential worker.

Other Skills

- Flexibility and adaptability.
- Management and communication skills
- Excellent analytical skills.
- Quick learner.
- Ability to multitask

Academic Qualification

- Currently Pursuing Online MBA in HR specialization from Parul University.
- Bachelor of commerce from Narmada college of science and commerce, Bharuch in 2022 with 6.21 cgpa.
- HSC from Matliwala Public School (CBSE), Bharuch in 2018 with 78%.
- SSC from Sanskar Vidya Bhavan (CBSE), Bharuch in 2016 with 7.2 cgpa.

Experience

1. Currently working at UPL unit 12 as an Apprentice in HR Admin department from 11 March 24.
 - Time Office Management
 - Recruitment & Sourcing
 - Transportation Management
 - Third Party Payroll

- Administration Work
- Canteen Management
- Contract Labor Management

Personal Details

- Date of Birth: 15 August 2001
- Languages: English, Hindi, Gujarati
- Hobbies: Cricket, Gym

Declaration

I solemnly confirm that all the formation furnished above is true to the best of my knowledge and belief.