



Fihar Mohammed.P

MASTER OF BUSINESS ADMINISTRATION

SKILLS ●

- Team Player
- Communication
- Time Management
- Decision Making
- Adaptability
- Interpersonal Skills
- Digital Marketing
- Negotiation
- Critical Thinking
- Problem Solving

SOFTWARES SKILLS ●

- Microsoft Office
- Tally
- Spss
- Visual basic
- Auto Cad

LANGUAGES ●

- ENGLISH
- HINDI
- TAMIL
- MALAYALAM

MY PROFILE ●

An MBA Professional who is aspiring for a challenging career that paves way to get in touch with the latest trends in the competitive field and to attain a position of excellence indulging my management skills.

WORK EXPERIENCE ●

- 2020-10 - 2022-05

Hr & Admin Executive

Mark Motors, Perinthalmanna

- Assist Hr Manager during recruitment procedures
- Maintaining physical and digital personal records of Employees
- Assist payroll department by providing relevant employee Information
- Handling administrative purchases
- Conducting meeting with Multiple departments
- Monitoring employee attendance, leave & schedule
- Responsible for carrying out disciplinary actions and Motivating Employee
- Responsible for HSRP processing
- Conducting random Stock checking for vehicles & spares stock
- Responding to all incoming and outgoing communication through mail & Telephone

- 2019-07 - 2020-09

Marketing Executive

Evergreen Motors, Kattupara

- Monitoring marketing Calls through Call tracker service
- Organizing sales mela, campaign and generation of leads
- Communication with manager about marketing updates
- Handling Digital media marketing , lead generation and follow up
- Directing executives to achieve target assigned through proper training
- Responsible for marketing budgeting and output conversion
- Maintaining customer relationship through calls or meetings
- Conducting Demonstration about product features and pricing
- Evaluating the marketing Leads Conversion ratio and communication to executives

EDUCATIONS ●

● 2017 – 2019

Master of Business Administration
Marketing & Hr

● 2017 – 2019

Post Graduate Diploma in
Entrepreneurship Development
Entrepreneurial Studies

● 2014 – 2017

Bachelor of Business Administration

INDUSTRIAL VISITS ●

- Rafeeq plywood Industry
- Royal selangor
- Yakult
- Roots Multi clean
- Kg Denim
- Sakthi Sugars

CO- CURRICULAR ACTIVITIES ●

- Participated in National Level Workshop on Campus to Corporate
- Course on Change Management
- Short term course on Emotional Intelligence
- Participated in Nikon conference on Professional Photography

PERSONAL INFO ●

Gender : Male

Marital Status : Single

Date of birth : 04/12/1993

Nationality : Indian

Interests : Photography, Badminton, Football,
Cricket, Surfing and Travelling

CONTACT INFO ●

☎ +971508560882

✉ fiharmohammed@hotmail.com

in <https://www.linkedin.com/in/fiharmohammedp>

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