

Mohamed iliyas



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Summary

To be associated with a progressive company offering a challenging work environment in utilizing personal, technical skills efficiently and be an asset to the company.

Experience

LEADERS INTERNATIONAL MANPOWER

Recruitment Coordinator & Business Developer

Bahrain – 2019 to Till now

- Hiring candidates from INDIA, NEPAL, PAKISTAN, PHILIPPINES, UGANDA, KENYA, AFRICA and other countries.
- Responsible for business development to adding new clients.
- Arranging candidate's document like tickets, visa and other formalities
- Client Handled – NASS, ALMOAYEED, AJIAL ALUMINIYUM FATORY, MIDDLE EAST HOSPITAL.
- Hiring candidates for Hospitality, Hotel, Construction, Mechanical industries and etc.
- Strong knowledge in LMRA and GOSI payment through online.
- Strong knowledge in LMRA process like APPLYING THE NEW VISA, RENEWAL, RENEWAL THE DEPENDENT, CANCELATION VISA, MOBILITY, CHANGE OCCUPATION, BILLING, MONTHLY PAYMENT LIKE ELECTRICITY, WATER and other charges.
- Strong knowledge in Applying the new CPR through online and RENEWAL, ADDRESS CHANGE and LOSE OR DAMAGED, etc
- Strong experience in visa process

HR Lead & Business Developer

Culminant Outlook

Tamilnadu, India

- 2 Year Strong Experience in Recruitment in technical & non-technical positions for all level of skills.
- Responsible for entire recruitment process across different business unit.
- Strong Experience in HR Coordination, Client Interaction, Handling Preliminary Interview, Joining Formalities.
- Handling a 16 members in a team and assign the work for them.
- Strong knowledge in LMRA and GOSI payment Through online.
- Hiring, training and developing new employees.
- Responsible for Bulk Hiring, campus recruitment, for Pan India.

Languages

- English – Advanced
- Malayalam – Basic
- Hindi – Basic
- Tamil – Native

Training and Programs

- Three month internship program training in modern food Enterprise (Bread Manufacturing)during June 2017 - August 2017
- Conducting the Entrepreneur Program activities and Funding for motivate the students.
- Member in Madras Management Association. – MAM

Certifications

- Madras Management Association (certificate)

Skill Highlights

- Strong decision maker
- Complex problem solver
- Team Player
- Flexible
- Goal-focused

Asian Paint – Client Support

Sales Associate

- Responsible for Maintain the paint counter on a daily basis.
- Offer color matching expertise and paint product selection advice.
- Ensure that the paint department is performing (on a weekly basis) to the expectations of the Store Manager.
- Ensure each customer receives outstanding service which follows the S.A.L.E.S process and by mystery shop standards.
- Maintain awareness of all promotions and advertisements.
- Execute the daily operational, daytoday goals and priorities assigned by store management.
- Assist in the training and development.
- Actively participate in daily meetings.

Kotak Mahindra Bank – Client Support

Sales Executive

- Facilitate cold and warm calls to prospective leads,schedule and follow through on calls with leads and current customer.
- Responsible for CASA (Current account and Saving account) sales and reporting to business developer.
- Maintaing the customer record for the expiring of their cards and update them.
- Maintain positive business and customer relationships in the effort to extend customer lifetime value.
- Track all appointments, sales, complaints, status reports, etc. thoroughly for manager review.
- Self-improve continuously by way of experience and manager feedback.

Education

- MBA: Human Resource – 2018 B.S.Abdur Rahman University
- Chennai Tamilnadu ,INDIA
- B.com: Commerce – 2016 Prist University
- Thanjavur , Tamilnadu , INDIA

DECLARATION

I hereby declare that all the details furnished above are true to the best of myknowledge.