

PERSONAL INFORMATION

NAME : T.Thoujath Ali

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GENDER : Male

DATE OF BIRTH : 24-08-1998

NATIONALITY : Indian

KNOWN LANGUAGES : English, Urdu , Hindi, Tamil

LINKED IN : [linkedin.com/in/thoujath-ali-t-643a89232](https://www.linkedin.com/in/thoujath-ali-t-643a89232)

OBJECTIVE

- Seeking a professional position of HR
- I aspire to be part of a challenging and competitive work environment, with a dedicated team, where I can work as an honest team worker and try to bring prosperity to the organization and myself.
- I have worked in various HR functions for different departments of IT and NON-IT (Engineering, BPO, Design, Banking, and NBFC) for nearly 2 Years.

PROFILE SUMMARY

Completed MBA in Marketing and Operations from Bharathiyar University majoring in Human resource. Good skill in networking and maintaining healthy relationships. Ability to speak English, Urdu, Hindi and Tamil.

EDUCATIONAL QUALIFICATIONS:

Qualification	Specialization	Board / University	Year of Passing	Percentage
MBA	HR & Operation &Marketing	Bharathiyar University	2022	71%
B.com	General	Bangalore University	2020	70%
12th	Commerce with computer science	H.N.U.P.R. Matriculation Higher Secondary School	2016	80%
10 th		H.N.U.P.R. Matriculation Higher Secondary school	2014	82%

EXPERIENCE:

24 Feb 2024 – Till Now

Role – HR Generalist

Company Name: Naga Limited

Location – Dindigul , Tamil Nadu.

1. Handling Recruitment Process for the gap to be filled in the available department.
2. Assessing the candidate potential in a F2F Interview.
3. Evaluating the candidate Quality and expertise for the role He / She Applied for
4. Salary Negotiation.
5. Offer letter Confirmation.
6. Joining Formalities i.e., Documents Verification, Induction, Co Ordination with the respective Department Manager.
7. Training And Development.
8. Employee Grievance handling and Engagement.
9. Payroll Processing Support.
10. MIS Report Creation for monthly basis.
11. Asset Allocations.
12. Used Zing HR for HRMS System (Trainee for new joiners as well).
13. Guest service Coordination.
14. Exit Interview.
15. Generating Various kinds of Analytics report for HR Decision Making i.e Rate of Attrition, Usage of Job Portals, Salary comparison for Replacement Employees, Deviations
16. Creating KPI reports through the guidance of the Senior manager to generate the Data for Performance management System

17. Need to Generate a Monthly New Joinee report which indicates the budget vs Actual comparison to stick with policy of the HRMS .

07 Feb 2023 –23 Feb 2024

Role – HR Executive

Company Name: FRIDAY JOBS HR SOLUTION PVT LTD

Location – Dindigul , Tamil Nadu.

1. Recruiting for IT and Non-IT requirements for the clients (PAN India).
2. Follow up the candidates for the interview schedule.
3. In preparation for the offer letter process, gather the documents from the selected candidates.
4. Co-ordinating with the candidate till onboarding.
5. Achieving the client's expectations on employee quality by selecting the best candidate from the best available resources.
6. Senior level positions for various sector like NBFC, Engineering, IT, Designing, BPO, Hotel and Tourism management are the major recruitment process.
7. Handled Compliance related task with one of the clients and rectified it
8. Assessing the performance of the employees after they have been trained in the specific role with the product or service and confirming that the employee understands his or her actual roles and responsibilities.
9. From Sep 17 2023 Solely handle the client relationship exclusively.
10. Handling employee grievances and assisting with the remedy to foster a supportive working environment
11. Generating the report on available clients opening and effectiveness of work in progress to boost the delivery of the service.
12. The quality of the given Candidates is assessed through the Interview Session which helps the organization to conclude the performance of each individual who is working for that particular Client
13. The average percentage of Profile given to the clients need to be assessed through the available data for to identify the area to improve within the organization

SKILLS:

Computer Skills: -

- Good command of Microsoft Office tools (Word, Excel, PowerPoint) Other skills
- Teaching ability and good in delivering speech
- Teamwork
- Good communication skills are earned through group discussions, debates, seminars, PowerPoint presentations and Youth Parliaments conducted at college.

EXTRA-CURRICULAR ACTIVITIES:

- Reading books and photography
- Organized & participated in various awareness programs and seminars.
- Participated in debates related to Conservation

PROJECTS:

Title – A STUDY ON AN EFFECTIVENESS ON RECRUITING ADVERTISEMENT IN NEWSPAPER WITH SPECIAL REFERENCE TO THREE DIARIES.

Scope:

1. The study focuses on job seekers and also public perception level of employment, then the study survey from 110 people for the job seeker populations.
2. What really holds the traditional method of recruiting advertisement through print media as a great source to attract the job seekers.
3. To evaluate the importance of newspaper advertising on recruiting other than the available alternate platforms.

TOOLS USED FOR DATA ANALYSIS:

- ✓ Simple percentage analysis
- ✓ Chi-square analysis
- ✓ Correlation

FINDINGS:

- a. Most of the job seekers trust newspaper recruiting advertisement rather than any other available platform.
- b. Even though there is lot of trusted platforms available for to search a job they first need to be create a trust among the targeted populations.
- c. The most untrusted topic is always coming around the scam and fraudulent happening in the platform like shine, naukri etc.

Title- RURAL INNOVATION:**Scope:**

- 1.To analysis whether the people living in the rural areas have knowledge about banking.
2. To analysis whether they know about the government policies and schemes given for the farmers.
- 3.To know their knowledge about welfare schemes introduced by the government for the development of rural areas.

LEARNINGOUTCOMES:

- ✓ The mindset of the people living in the rural area.
- ✓ The way that they observe any information is really good and the response towards their favorite doubts is delivered through own thoughts and it's a great learning opportunity to observe the responses from the people and involvement swinging

DECLARATION

I hereby declare that the above information given by me is true to the best of my knowledge and belief.

(THOUJATH ALI T)