

Shaik.Mahammad Rafi

M.B.A

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CAREER OBJECTIVE

To obtain a challenging position in a professional organization where I can utilize and enhance my knowledge, talent, and background verification skills for the growth and success of the organization as well as my personal and professional development..

EDUCATIONAL QUALIFICATIONS

- Completed master's degree (MBA) at Sri Datta sai School of Business Kadapa in 2025 with 70 % .
- Completed bachelor's degree (B.com Computer Application) at Pragna DEGREE COLLEGE, Allagadda in 2022 with 7.0 CGPA.
- Completed Intermediate (CEC) at PRAGNA JUNIOR COLLEGE, Allagadda in 2019 with 6.0 CGPA.
- Completed Schooling at SRI RAGHAVENDRA HIGH SCHOOL, Allagadda in 2017 with 7.2 CGPA.

Skills

B.G.V (Back ground verification)
Document verification
HR (Associate BGV process)
Handiling with EXCELL

Organiation Experience

Evaluationz india Pvt Ltd (Bangalore)
(Process Associate)

10-Jan-2025 To 15-Oct-2025

- Making calls to the HR department
- Email sent to HR with candidate details
- Daily follow-up to the HR email ID
- Handling online cases. Responsible for managing online cases
 - IBM
 - IDFC FIRST BANK
 - INFOSYS

Prinkerton Risk Management (Bangalore)

24- Apr-2024 TO 18-Dec-2024

(Process Associate)

- ✎ Email sent to HR with candidate details
- ✎ Making calls to the HR department
- ✎ Daily follow-up to the HR email id
- ✎ Searching for Form 16.
- ✎ Searching for the UAN report.
- ✎ Submissions after HR confirmation

Iscreening Services Private limited (Bangalore)

15 -MAY- 2023 TO 03-APR-2024

(Database Analyst)

- ✎ Finding company hr /directors and colleges details with proper location details
- ✎ Verifying whether this company exists
- ✎ Managing a database containing accurate data of companies.
- ✎ Handling hr and directors of the companys

KEYSKILLS&STRENGTHS

- ✎ Good Communication skills
- ✎ Team Player
- ✎ Quick learner

- ✎ Good Analytical skills

PROJECTS

Post-Graduate Project (Mini):

- Project Name : A Zuari cement limited
- Team size 05
- Role : Team Lead

Under-Graduate Project:

- Project Name : College Hostel Management System
- Team size : 05
- Role : Team Lead

PERSONALDETAILS

Name : Shaik .Mahammad Rafi
Father name : Shaik. Mahaboob Basha
DOB : 25-06-2002
Gender : Male
Status : Single
Languages Known : Telugu, English And Hindi
Nationality : Indian
Permanent address : 6-10-102 Vijayapuri street Allagadda
Pin code : 518543

DECLARATION:

ItrulydeclarethatthedetailsarementionedabovearecorrecttotheBestof my knowledge.

Place: Allagadda

(S. Rafi)

