

Mohammad Noorul Huda



Mohammad Noorul Huda,
Ram Nagar, Behind LRT College,
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CAREER OBJECTIVE:

To pursue a demanding carrier within a reputed firm with the approach to take up responsibilities to accomplish organizational goals where in my skills and potentials are utilized to the maximum; alongside focusing on the scope of enhancing my personal skills & gaining maximum knowledge during my tenure to contribute to the growth of the firm.

EMPLOYMENT HISTORY:

September 2014 – Till date
Huda's Technologies

Company Profile:

Huda's Technologies is a leader in consulting, technology and outsourcing solutions. A proven partner focused on building tomorrow's enterprise. **Huda's Technologies** enables clients in whole countries to outperform the competition and stay ahead of the innovation curve. We help enterprises transform and thrive in a changing world through strategic consulting, operational leadership and the co-creation of breakthrough solutions, including those in mobility, sustainability, cloud computing and web & desktop based applications.

Director

My Responsibilities are:

- Promotes and implements human resource values by planning and managing human resources programs; directing staff.
- Develops organization strategies by identifying and researching human resources issues; contributing information, analysis, and recommendations to organization strategic thinking and direction; establishing human resources objectives in line with organizational objectives.
- Implements human resources strategies by establishing department accountabilities, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention, AA/EEO compliance, and labor relations.

- Manages human resources operations by recruiting, selecting, orienting, training, coaching, counseling, and disciplining staff; planning, monitoring, appraising, and reviewing staff job contributions; maintaining compensation; determining production, productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; implementing change.
- Develops human resources operations financial strategies by estimating, forecasting, and anticipating requirements, trends, and variances; aligning monetary resources; developing action plans; measuring and analyzing results; initiating corrective actions; minimizing the impact of variances.
- Accomplishes special project results by identifying and clarifying issues and priorities; communicating and coordinating requirements; expediting fulfillment; evaluating milestone accomplishments; evaluating optional courses of action; changing assumptions and direction.
- Supports management by providing human resources advice, counsel, and decisions; analyzing information and applications.
- Guides management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; communicating and enforcing organization values.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.
- Updates job knowledge by participating in conferences and educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

Skills and Qualifications:

- | | |
|--------------------------------|-----------------------------------|
| 1. Human Resources Management, | 7. Promoting Process Improvement, |
| 2. Hiring, | 8. Building Relationships, |
| 3. Developing Standards, | 9. Organizational Astuteness, |
| 4. Foster Teamwork, | 10. People Skills, |
| 5. Management Proficiency, | 11. Retaining Employees |
| 6. Managing Profitability, | |

May 2009 – August 2014
Dextware IT Solutions

Company Profile:

Dextware IT Solutions specializes in customized software development, e-commerce, mobility, cloud enablement, digital transformation (E-Book Publications), and business intelligence, data analytics, testing, EAI (Enterprise application integration) and ERP solutions.

Dextware IT Solutions is a web and software development firm that aims in building high quality, reliable software and web applications that work, and keep working.

Manager (Business Development)

My Responsibilities are:

1. To support and implement effective recommendations on the design and development of assigned Human Resource functional areas, encompassing various programs relating to compensation, benefits, resourcing, organizational effectiveness and/or employee development.
2. Business Development; To have meeting with clients and increase the business of the company, Bring new projects for the company in the field of data entry, inbound customer care, websites and customized software.
3. HR Recruitment; to manage Human resources and conducting new recruitment by organizing campus drives in various institutes and job agencies to get some fresh and energetic fresher employees.
4. Outsourcing Management; management of technology assets and processes, business systems planning, financial and contracts management, audit, compliance, methods, processes and quality assurance functions.
5. To Conduct Market research to identify business opportunities, preparation of comprehensive reports.
6. Manage certain project phases and advise clients in identifying potential areas of risk and exposure in their current HR processes and policies; work with clients in assisting them to draft HR policies & Procedure manuals to ensure overall compliance at par with preset Organizational Goals.
7. To Prospect for new clients by networking, cold calling, advertising or other means of generating interest from potential clients. They must then plan persuasive approaches and pitches that will convince potential clients to do business with the company. They must develop a rapport with new clients, and set targets for sales and provide support that will continually improve the relationship. They are also required to grow and retain existing accounts by presenting new solutions and services to clients. Business Development Managers work with mid and senior level management, marketing, and technical staff.
8. Develop effective sales plans and business cases to meet or exceed sales objectives.

9. Identify and recruit sales personnel with right skills to provide best-in-class sales performance.
10. Supervise, train and direct sales team on how to improve sales performance.
11. Conduct trainings and performance improvement programs to address the skill set gaps identified in the organization.
12. Manage resources and budget requirements to seamlessly execute business project within the defined scope.
13. Analyze market competitive situation and customer requirements in order to facilitate better planning and execution of sales plan.
14. Develop new business opportunities through networking, cold calling, etc.
15. Establish and maintain strong relationships with customers in order to develop new businesses.

My Job Description:

The primary role of the Business Development Manager is to prospect for new clients by networking, cold calling, advertising or other means of generating interest from potential clients. They must then plan persuasive approaches and pitches that will convince potential clients to do business with the company. They must develop a rapport with new clients, and set targets for sales and provide support that will continually improve the relationship. They are also required to grow and retain existing accounts by presenting new solutions and services to clients. Strategic planning is a key part of this job description, since it is the business manager's responsibility to develop the pipeline of new business coming in to the company. This requires a thorough knowledge of the market, the solutions/services the company can provide, and of the company's competitors.

August 2008 – April 2009

Siddiqui Associate,

Company Profile:

Siddiqui Associates is a website design company based Aurangabad, India. They have been designing websites since 2003, completed many websites for our satisfied clients. Most of our work comes from word-of-mouth recommendations from existing clients. They work closely with clients, to ensure that they are completely satisfied with the result. Each of our clients has individual requirements, and tailors there services accordingly to meet their needs.

Web Site Designer

Reporting to:

- Senior Web Developer
- Manager

As Web Site Designer, my major responsibilities were:

1. Design and develop web-designing applications appropriate to clients' needs and requirements.
2. Develop programming features and enhancements.
3. Prepare flowcharts, diagrams, functional requirements and documentation.
4. Execute current design trends and techniques in web applications.
5. Develop site architecture and functionalities including content development.
6. Assess and evaluate technical and functional design requirements.
7. Apply current design trends and techniques in web designing.
8. Perform business requirements analysis, planning and object model designs.
9. Design, develop and design functionalities of databases.
10. Perform root-cause analysis, test and deploy programs and applications.

Additional Tasks:

- a) Program, test and debug all web applications.
 - b) Design, develop, test and deploy web applications.
 - c) Code pages, files, test, debug and deploy.
 - d) Develop appropriate code structures to solve specific tasks.
 - e) Coordinate with other designers and programmers to develop web projects.
 - f) Collaborate with staff and teams to develop, format and deploy content.
 - g) Assist and support in the upkeep and maintenance of web sites.
 - h) Research and propose software programs that are compatible to the future technologies.
 - i) Initiate periodic testing and implement contingency plans in case of systems failure.
 - j) Prepare and coordinate intranet web updates and intranet website changes.
 - k) Fix bugs, troubleshoot and resolve problems.
 - l) Assume ownership of code throughout development, staging, testing and production.
- **Summary:** Since the internet has been a vast medium of advertisement and communication, business, organizations, and schools alike have seen to it that they

have an online presence through a website. The design, layout and most of how the information is written on any given website are included in the job description of a web designer. They give life and an aesthetic edge to a website.

- **Duties:** A web designer is usually hired at the first stages of putting up a webpage. Their main objective is to add graphic design to the page that coheres with the information about the company as well as the products and services offered. A web designer meets up with clients and collaborates with them. He/she gives possible ideas and shows a draft of it. He/she needs to know all the information to be put on the site, as well as what the client wants. The web designer needs to take down notes on what colour, style and layout the client prefers. It is also their job to add colour, photos and illustrations, videos and animation. Sometimes, when a web designer is hired when a page has already been created, it is his/her job to either continue the work that has already been done, or create a new design altogether. When creating a new design, a web designer should always coordinate with their clients first.

May 2008 – August 2008
Xplora Designing Skool

Company Profile:

Xplora Design Skool (XDS) India's premier ISO certified Multimedia & Animation Vocational Education Company that has over the last decade gained a reputation for Academic Excellence. This resulted into Xplora being recognized nationally when we received the prestigious Shiksha Bharti Puraskar for generating employment through high-end technical education in the field of Animation & Multimedia. We believe in constantly adding values, in a way that today has to be better than yesterday, growing minute by minute and providing something new every moment. This stems from the spirit of innovation and constant change

Assistant Web & Graphics Developer

Reporting directly to the Director, my major responsibilities were:

1. Create multiple design options for clients.
2. Understand project requirements and adhere to client specifications.
3. Adhere to aesthetic design style guides, procedures, systems and templates.
4. Create and design advertising circular page layouts.
5. Create sale signs with strong concepts and designs.
6. Assist and support software engineers in executing projects successfully and on time.
7. Execute pixel-accurate designs including clean .psd files.
8. Use processes, tools and control systems to deliver projects on time.
9. Coordinate and discuss creative aspects with other team members working on the project.

10. Meet deadlines while executing designing projects.

January 2007 to April 2008

Hi-Tech Computers

Hardware Networking Engineer

Reporting directly to the Director, my major responsibilities were:

1. Create and implement system designs relating to hardware and software.
2. Prepare and present design reviews to teams and other groups of customers.
3. Identify root causes of complex technical and non-technical problems.
4. Analyze and evaluate alternate approaches to solve technical and non-technical problems.
5. Determine and identify requirements for electronics design tasks.
6. Assist, support and coordinate with both internal and external customers.
7. Define test and assembly processes.
8. Create test plans and run tests.
9. Debug hardware for the integration of products phase.
10. Maintain and update complete design documentation.

EDUCATIONAL HISTORY:

- MCA from university of Pune
- MBA from Sikkim Manipal University.
- B.Com from Yashvantrao Chavan University.
- Diploma in Web & Advance Graphics from Ahmadabad University.
- Diploma in C Programming from Maharashtra Business Training Board.
- Diploma in Hardware and Basic Networking from Maharashtra Business Training Board.

AFFILIATIONS & INTERESTS:

- M.C.P (Microsoft Certified Professional)
- Java Certification (Certification in Java from Sun Microsystems).
- C Programming Certification
- MS-CIT

PROFESSIONAL SKILLS:

- Business development- Expert
- Outsourcing Management - Expert
- Public Speaking- Expert
- Designing Competency / Skill Matrices, Procedure Manuals related to the same- Expert
- Manpower Planning, Recruitment & Selection- Expert
- Website Development– Expert
- Website Designing– Expert
- Career Ladder Development- Intermediate
- Team management- Intermediate

COMPUTER LITERACY/ TECHNICAL EXPERTISE:

Languages

- Proficient in: C, C++, Java, Java Scripts, HTML, DHTML, ColdFusion, Asp.Net.
- Familiar with: All Web Designing Software's and application.

Software & Technologies

- Database: MySQL and Microsoft SQL Server
- Animation: Flash CS3 and Flash Action Script CS3.
- Platforms: Microsoft Windows and Linux
- Other: Coral Drew X14, Adobe Photoshop, Adobe Illustrator, HTML, DHTML, Java Scripts, Cold Fusion Microsoft Visual Studio and ASP.NET.

RESEARCH PAPERS PUBLISHID:

- Inter National Research Paper on ***Cloud Computing and its Services***
- National Research Paper On ***Biometric Security***
- Research Paper On ***Why Students Don't Get A Job.***
- ***Employment in It Sector.***

INVITED AS GUEST LACTURAR:

- Sinhgad Institute Of Management & Computer Applications - on the topic "**WHY STUDENT'S DONT GET A JOB**"
Audience: MCA students.
- Shivaji College of Arts, Commerce & Science, Akola – on the topic "**HOW TO BE SELLABLE IN TODAYS MARKET**"
Audience: B.Sc. Students.
- IHM-A (Institute of Hotel Management Aurangabad). – On the topic "**PHYSIOLOGY OF IT PEOPLE AND THERE FOOD TASTES**".
- VVSM Institute Of Management And Computer Applications - on the topic "**OPERATION MANAGEMENT**"
Audience: FY-BCA, FY-BBA Students.
- Boston Computer Institute - on the topic "**HOW TO GET A JOB**".
- Dr. Rafiq Zakaria Campus – "**HOW TO BE AN ENTREPRENEUR**".

INVITED AS JUDGE:

- **University of Pune** - *To Judge the Best BE Project.*
- **Mile Stone Jobs** - *To Judge the Debate Competition.*
- **Millat Education Society** - *Judge At Enter College InfoTech Conference.*

INDUSTRIAL CONSULTANT:

- **Siddiqui Associates** for Recruitment and Administration.
- **VTS Software** for HR Recruitment and Business Development.
- **Shaheen Frozen Foods** for International Sales. (Import Export)
- **Sinhgad Institute** – for Training and Placements of students of MCA.
- **Cold Storage and Ice Factory** - for Business Development.
- **Ajanta Pharmaceuticals** - HR Consultant.

Workshop / Seminar / Conference

Sr. No	Perticulars	Category
1	Inovation in IT and Management (NCI ² TM-14)	Consference
2	State lavel Seminar by Unicersity o Pune	Seminar
3	IIT Kharagpur: Ethical Hacking & Information Security	Workshop
4	“Prayas” one day motivational soft skills development workshop	Workshop

OTHER PERSONAL DETAILS:

Name:	Mohammad Noorul Huda
Fathers Name:	Mohammad Musaddiq
Permanent Address:	Ram Nagar, Behind LRT College, Amankhan Plots, Akola. 444001
Mobile Number:	9422260648, 8857993980
Email Address:	Mohd.noorulhuda@gmail.com
Marital Status:	Single
Nationality:	Indian
Date of Birth:	30 October 1990
Passport No:	K 1738613
Academic Degrees:	Masters of Business Administration, SMU, India. Master of Computer Applications, University of Pune, India
Languages:	Fluent English, Hindi, Marathi, Urdu

References:

Date:

Place:

Mohammad Noorul Huda