

KRIPA N SHETTY

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EXECUTIVE SUMMARY

Proficient in multi-tasking, worked with different job roles and acquired a comprehensive grounding in a broad mix of disciplines, facing challenging atmosphere and performing in multicultural work environment, combining business management knowledge with good commercial acumen.

PROFESSIONAL EXPERIENCE

IntelliSoft

IntelliSoft is an SAP Gold Partner offering a range of Products & Services across SAP Platform. Services include S/4 HANA Business Suite, LoB Solutions, Analytics, Mobility, Cloud and Suite on HANA. We are a value added reseller, Build & Services Partner and PCoE Certified with presence in Bahrain, UAE, East Africa & India.

Dubai, UAE. May 2011 –June 2021 Admin & Finance Assistant

- ☐ Supervision and rechecking of staffs Payroll, leaves, Final settlement, Overtime, Deduction, Time sheet, Performance Appraisals, Salary certificates, Insurance & Warning Letters and ensuring all documentations are finalized & in compliance with UAE Labour Legislation of more than 50 staffs of full group. _
- ☐ Liaise with management regarding vacancies which arise in all subsidiaries (IT Industry) providing CVs for shortlisting, arranging interviews & collating documentation ensuring that the appropriate information is provided to those conducting the interview & the candidates attending in order to carry out an effective interview selection process. _
- ☐ Advise employees of appropriate HR policy & procedure to address any concerns they have, i.e. payroll & banking issues, assisting them where appropriate in resolving their concerns quickly & efficiently in order to maintain good levels of morale & reduce the risk of further complaints.
- ☐ Participated in managements meeting, as a supervisor and maintaining the records.
- ☐ Exit formalities & Closures.
- ☐ Ensuring proper Handover & Takeover of the responsibilities, issuing of Clearance form.
- ☐ Issuing Experience certificates & updating the information in the exit employee's database.
- ☐ Payroll, Issuing salary slips to the Employees.
- ☐ Nurture a Positive Working Environment.
- ☐ Coordinating with the CEO in his day to day work
- ☐ Ticketing, Payroll, Maintaining office documents, bills etc.,
- ☐ Responsible for the Accounts receivables and Payables, Preparing Invoices.
- ☐ Responsible for looking after all the day to day activities in office.
- ☐ Preparation of Audit and Finalisation.
- ☐ License Renewals
- ☐ Quarterly VAT Filings.

- ☐ Provide administrative support for matters relating to the premises and operations including security, alarms, opening, insurance and transport. _
- ☐ Coordination with PRO to Ensures smooth operation on New & updating residency visa, labor cards, health cards, medical insurance.
- ☐ Coordination with employees for the project based travel, accommodation , expenses etc.,
- ☐ Maintaining Accounts and working on Tally.

Worked as an HR Executive in Shriram Chits[k] Pvt Ltd,Mangalore from July 1st 2009 till Nov 1st 2010.

- ☐ Responsible for looking after six branches in their day to day Hr activities.
- ☐ Maintenance of relevant registers/records of the branches.
- ☐ Visiting branches and conduct surprise check of records and timely rectification.
- ☐ Getting the Employee ID, Mail ID and salaried accounts created.
- ☐ Conducting Exit Interviews and trying to retain them as much as possible.
- ☐ Searching the right candidates as per positions available in office.
- ☐ Calculation of ESI, PF & Gratuity of employees.
- ☐ Maintaining Attendance Register, Salary Register, Bonus Register, Leave register etc.,

Worked as an HR Executive in Paytronic Network Pvt Ltd ,Mangalore from June 16th 2008 till June 2009.

- ☐ Recruiting the right personnel as per the positions available in office.
- ☐ Posting Advertisements, Screening the resumes.
- ☐ Help the new employees in getting their E-mail id's and Employee ID's created.
- ☐ Providing new employees with Joiners Kit and helping them get their Salary accounts created.
- ☐ Maintaining the monthly attendance of all the employees in Mangalore office and sending it across to the concerned person on the prescribed date.
- ☐ Coordinating with the other managers to fulfill their manpower requirements
- ☐ Maintaining records of employees in Mangalore Office.
- ☐ Assist HR Manager in day to day work

ACADEMIC PROFILE

- MBA(HR) - ICFAI NATIONAL COLLEGE, ICFAI UNIVERSITY
- BBM- St Philomena College, Mangalore University
- PUC- St Philomena College, Mangalore University
- SSC – St.Victors High School, Puttur.

TECHNICAL SKILLS

- Package : MS-Office, Excel, Word, PowerPoint, Tally ERP 9

SKILLS & SPECIFICATIONS

- ✓ Able to exercise great initiative independent judgment.
- ✓ Solid problem-solving and business acumen skills.
- ✓ Team Working.
- ✓ Leadership - able to interact with management and drive change despite obstacles - take initiatives

PERSONAL DETAILS

Visa Status : Residence Visa (Husband Sponsorship)
Date of Birth : 15th August , 1985
Languages : English, Hindi, Tulu & Kannada
Nationality : Indian
Marital Status : Married
Passport Number : T9408888, Date of Issue: 09/10/2019, Expiry: 09/10/2029

REFERENCES

Available upon request.

SIGNATURE

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

KRIPA N SHETTY