

## **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 1<sup>st</sup> 2009 till Nov 1<sup>st</sup> 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