

NEETHU SUMANTHRAN

HR ASSISTANT/ADMIN ASSISTANT



Profile

Proficient HR Assistant with over 1 year of office experience, specializing in administrative and HR works, problem solving, planning, and optimal assistance. Known for increasing productivity and relieving workload of managerial staff. Proven efficiency with an ability to quickly learn and navigate any computer software program and office filing system.

Experience

3rd Oct 2019 -
26th March
2020

Top Rock Interiors LLC

Receptionist cum HR Assistant, Dubai

- Handling office tasks, such as filing, generating reports and 24 setting up for meetings, and reordering supplies.
- Making travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations.
- Assisted in the training of new employees, interpreting and communicating work procedures and company policies.
- Ensuring hospitality of clients walking in.
- Time sheet verification of employees for salary process
- Verifying statement of Accounts for air tickets
- Verifying statement of Accounts for telephone bills.
- Prepare Excel Sheet providing MIS reports and amount to be deducted from employees.
- Maintaining & updating Employee's Database & personal records, Verify & Process record data of each employee.
- Greet and assist visitors.
- Maintaining supply inventory.
- Conducting Indoor games and Birthday parties for refreshment of the employees

CONTACT

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- 🐦 @Neethu04469983
- f /neethu.sumanthran

SKILLS

Technical

- Excel
- Word
- Powerpoint
- Outlook
- Basic Knowledge in TALLY ERP 9

Personal

- Adaptive
- Time Management
- Team Player
- Positive Attitude
- Resilience

Language

- English
- Malayalam
- Hindi
- Tamil

24th March
2019 -
1st Oct 2019

Hadaf Al Khaleej Debt Collection LLC
Telecollector, Sharjah

- Keeping track of assigned accounts to identify outstanding debts
- Planning course of action to recover outstanding payments
- Locating and contacting debtors to inquire of their payment status
- Notify members of overdue payments and accounts by telephone, mail and continue the notification process if replies not received.
- To systematically follow-up current non-performing and unsatisfactory accounts in order to reduce exposure and maintain loss experience to a minimum.
- Evaluate the credit worthiness of client by using the bank's guidelines and escalate for required approvals inclosure process of the accounts.

17th March
2014 -27th
June 2015

True Line International LLP
Admin, Trivandrum

- Provided strategic administrative and development support.
- Handled and administered payroll to employees.
- Maintained office equipment and supplies and over see facility function.
- Coordinated company meetings, appointments, and interviews.
- Managed calendar for multiple staff members.

Education

2009 - 2013

BTech in Computer Science
RIET, Trivandrum kerala,India

Course

2017 - 2018

**CERTIFIED SIX SIGMA
GREENBELT PROFESSIONAL**
MSME, Bangalore
Govt of India

CERTIFIED HUMAN RESOURCE GENERALIST(CHRG)
IIHR,Trivandrum
India

Personal Information

Residence:
Dubai,Al Quasis 2

Birth date:
17 Feb 1992

Gender:
Female

Nationality:
Indian

Visa Type:
Resident visa-Spouse
sponsorship

Visa Expiry:
02 Oct 2022

Passport Number:
N9647933