



## HR/ ADMINISTRATIVE OFFICER

Executive-level, multi-faceted, and result-oriented with broad experience of over 5+ years in the HR/Admin and Accounts field working with diverse business environments that demand strong organizational and interpersonal skills. To grow as an effective professional and drive the organization in a manner, which will help the organization to move towards the higher targets as well as help me to strengthen my job competency and grow within the company.

### SKILLS

- |                 |                        |                       |
|-----------------|------------------------|-----------------------|
| ✓ MS Office     | ✓ MS Word              | ✓ MS Excel            |
| ✓ MS PowerPoint | ✓ Administration Skill | ✓ Communication Skill |
| ✓ Coordination  | ✓ Strong work ethics   | ✓ Time Management     |
| ✓ Adaptability  | ✓ Attention to details | ✓ Problem Solving     |

### HR/ADMINISTRATIVE OFFICER

Dubai - U.A.E. (Feb 2019 – Jan 2022)

#### BRILLIANZ EDUCATION LLC

- Handle various administrative responsibilities such as warning letters, document dispatching, exit interviews, and training schedule.
- Preparing documents using Word, Excel, and PowerPoint applications.
- Communicated with universities regarding internship and apprentice programs and coordinated with academic counselors.
- Prepared correspondences, documentation, statistics, surveys, and reports as instructed by the management.
- Experience in employee engagement, employee relations, and change management.
- Maintained and updated employee files and HR filing systems and student database via CRM Software.
- Maintained performance management files of employees and verified them on monthly basis.
- Identifying and correcting errors made by system users and preventing unauthorized access from ex-employees.
- Provided training for new employees and existing employees and prepared reviews/evaluations.
- To undertake the responsibilities of invoice generation and application and related documents maintenance and filing.
- Responsible for updating and maintaining accurate data for Onboarding new staff.
- Conducted recruitment interviews and provided necessary inputs during the hiring process.
- Process documentation and prepare reports relating to performance evaluations.
- Create and maintain reports and dashboards and update relevant information databases.
- Worked closely with Accounts Officer to ensure both Accounts & Admin functions support each other where required.
- Assisting External and internal HR-related requests.
- Accounts payable and commission records maintained – Verified and investigated employee commission claim reports.
- Maintain the work structure by updating job requirements and job descriptions for all positions.
- Maintain data records in CRM Software and follow up with the Sales team to oversee data cleansing and initiatives.
- Coordinated with Accounts and PRO for the visa and insurance applications and processing for new staff.
- Managed the onsite BDE - allocation of tasks to be completed and the monitoring of work completed.
- Supporting payroll work and Overseeing the daily operations of the HR department.
- Document verification for registration and Marketing summary report for processing the salary.
- Teller payment link creation and generation.

### FINANCE OFFICER & HR

Bangalore - Karnataka (Nov 2015 to Jun 2018)

#### KALYANSILKS TRICHUR PVT LTD

- To provide administrative controls to the head of the department.
- Preparing financial documents such as invoices, bills, and accounts payable and receivable.
- Maintaining daily entries and monthly closing of various inventory systems.
- To undertake the responsibilities of ensuring all payment amounts and records are accurate.
- To undertake clerical tasks such as typing, filing, making phone calls, handling mail, and basic bookkeeping.
- Post supplier invoices to the accounts system.
- Reviewing and processing employee expense reports.

- Maintaining attendance records on a daily basis (attendance management –punching reports) and HR files.
- Authorizing and issuing pay slips.
- Updating both manual and electronic personnel records when there is a change in employees' details.
- Sending payroll information and other important updates by email to the head office
- Completing purchase orders
- Posting daily receipts
- Entering financial information into appropriate software programs
- Managing company ledgers
- Coordinating internal and external audits
- Sorting financial documents and posting them to the proper accounts
- Managing payroll
- Prepared various monthly inventory reports
- Performed administrative duties such as maintaining the employee database and sorting emails for the head office HR department
- Maintain proper records of employee attendance and leaves
- Ensured smooth communication with employees and timely resolution to their queries

## HR INTERN

Palakkad - Kerala (Feb 2015 to Apr 2015)

SAINT GOBAIN • Sepr Refractories India Ltd.

- Effectiveness of employee retention and value addition strategies
- Level of job satisfaction and job expectation from employees
- Job requirements of employees

## EDUCATION AND CREDENTIALS

### EDUCATIONAL BACKGROUND

**MBA- Master of Business Administration specialized in Human Resource Management & Finance Management**

SCHOOL OF MANAGEMENT – MANIPAL UNIVERSITY - 2015

**BBM- Bachelor of Business Management**

SREE NARAYANA COLLEGE – KANNUR UNIVERSITY -2013

### PROJECT/INTERNSHIP

PUNNAKKAL BUILDERS– KERALA.

### LANGUAGES KNOWN

English, Hindi, Malayalam

• Indian (PP.No: L7601797)

• Married

• Female

• Visit Visa

• DOB: 12-01-1992

\*Supporting Documents and References will be provided on request \*