**JOB OBJECTIVE**

MBA Human Resources and Finance Management Professional with 3 years industry experience having SAP & Oracle Working Knowledge in HR & MM Module under Husband Sponsorship in Abudhabi seeking opportunities wherein my experience will enhance a company’s overall strategic plan and direction.

**PROFILE SUMMARY**

* Expertise in SAP & Oracle HR & MM Module.
* Recruitment functions from maintaining resume data bank to screening the candidate, salary negotiations and Joining formalities
* Time Office Functions, including Day to day Attendance checking, Checking & Maintaining of Overtime & late coming reports, Absenteeism Reports of On-Roll Employees etc.
* Identifying the training needs for teams from different departments in consultation with HOD and Organizing internal training programs and getting feedback from employees
* Providing MIS reports with analysis to the top management, Daily\Monthly sales report,
* Preparation of Business letters, Memos, invoice, Tenders, quotation and POs
* Expert in Handling Finance and Commission reconciliation, Cost accounting, Client Services, Licensing and Contracting, handles monthly production tracker and quality check, financial analysis, workflow management and information systems.

**DOMAIN KNOWLEDGE**

* HR , Finance &Accounts

**KEY SKILLS**

- Financial and Management Accounting - Staff Recruitment & Retention

- Employee Relations - Orientation & On-Boarding - Performance Management

- Quality Management - Training & development - Time Office Functions

**Achievements**

* First Rank holder of MBA( Finance & HR), MG University 2007
* Best performer of the Quarter 2008, and ”Most Promising performer of the month December 2007”

**Training and certification**

* Attended training on Six sigma (White belt certified)
* SAP Net weaver &MM Module
* Oracle ESS & HR
* Leadership Skills (Train the Trainer)

**WORK EXPERIENCE**

* **November’14 –May ‘15**with **Abdullah Abdulghani & Brothers Company**, Qatar as Support Executive –HR, Admin & Finance
* **September’07 – December’09** with **RRD, Global BPO**. A Fortune 500 Company, as Senior Financial Associate

**EDUCATION**

2007 MBA Finance& HR –Dual Specialization (1st Rank Holder) Mahatma Gandhi University, Kerala 80%

2005 B.Com. Mahatma Gandhi University, Kerala 80%

**PERSONAL DETAILS**

Date of Birth: 24thApril 1985

Marital Status: Married

**ANNEXURE**

1. ***At AAB Qatar***

Job Summary:

**Recruitment:**

* Maintaining resume data bank, candidate screening and salary negotiation.
* Contacting candidates for interview process assisting department Manager in the process of interview and test.
* Planning human resource requirements in consultation with heads of different functional & operational areas.
* Assisting in raising MRF & JD for the prospect candidate
* Conducting a primary interview for the candidate via telephone.

**HR Activities:**

* Assist HR Head in implementation of the organization's HR Processes.
* Personal File Management for the Department in charge and other employees.
* Providing MIS reports with analysis to the top management on Recruitment Status, Attrition Analysis, Overtime & late coming reports, Absenteeism Reports of On-Roll Employees, Training Analysis and other reports (as per the Top Mgt requirement)
* Providing Induction the new joiners, over view the organization structure with PPT presentation
* Handling general administrative areas like Security, Housekeeping etc.
* Preparing & Submitting Monthly KPI report & TPMS
* Day to day Attendance monitoring- update ARS& Monthly Attendance Report preparation
* Maintaining Leave Cards of On roll Employees
* Checking & Maintaining of Overtime & late coming reports, Absenteeism Reports of On-Roll Employees etc.

**Time Office Functions:**

* Proper filing of all the invoices, data and records.
* Arranging delivery and receiving of all official documents to and from the Head Office
* Coordinating with Personnel Dept. and Maintenance Dept. for all related issues
* Providing Administrative, Secretarial and Clerical support to HED Manager
* Offers clerical support to members of a company's sales team, reports, files important documents, answer/forward phone calls, greet & assist clients.
* Maintain excellent Customer Service
* Company file management (Document Controller)

**Training & development:**

* Identifying the training needs for teams from different departments in consultation with HODs
* Allocating employees to the trainings, in house and external
* Organizing internal training programs and getting feedback from employees
* Maintaining process related records as per prescribed business guidelines & needs.
* SAP and Oracle Training assistance provided to the co-workers.
* Training to the newly recruited staffs (Orientation)
* Assistance in External Training /Overseas Training (showcasing the importance & need for the training to the Management

**Support Functions:**

* Supporting organization’s sales team includes creating sales documents e.g Tender request and memos, generating reports related to sales activities and revenue data, as well as handling customer and prioritizing customer requests while the sales team is out of the office.
* Providing Sales support to all Sales Executives and attending walk-in customers in their absence and make invoice through Oracle & SAP
* Liases between sales executive and Customer Coordination with all Dept's such as H.R, IT, Finance, Procurement, Projects & Facilities for all related issues
* Conducting Customer meets, assisting in new showroom construction and raising request and PO through SAP for the items and giveaways for the event

**Employee Relations:**

* Resolving employee grievances in a prompt manner and develop faith in employees towards the management.
* Addressing employee queries regarding payroll, Attendance, HR Policies, Leave Details, timesheets, Salary Discrepancies etc.
* Assisting in acquiring Visa Exit permit, NOC’S and Medical Insurance.
* Employee Benefits - maintaining Leave records, Overtime Calculation, RP Renewals, Pay slip generation for labor staffs, Salary Disbursement for employees eho are paid in cash, Leave encashment, Medical Reimbursement, Medi-claim, Salary Advances and Employee Bonus, Performance Evaluation, Incentive Calculation, KPI & TPMS forms

**Finance and General Activities**

* Preparation of Business letters, Memos, invoice, Tenders, quotation, Daily\Monthly sales report and Pos
* Incentive Calculation
* Assistance in providing Letter of Credit
* Sending payment requests (L/C &TT) and follow-up with finance Dept.
* To provide Daily Sales Report, Monthly Sales Report & Yearly Report
* Incentive Calculations
* Assistance during Stock Checking (Inventory Valuation)
* Training Claims amount settlement
* Training cost analysis and providing month wise training expenses the company has to bear for the training and development activities.
* Giving cost wise analysis for any events, customer meets or any sponsorship carried out by the company

1. ***RRDonnelley***

Handling Finance and Commission reconciliation, Cost accounting, Client Services, Licensing and Contracting, handles monthly production tracker and quality check, financial analysis, workflow management and information systems.

* Project I

Department: Financial Management Services (FMS)

Responsibilities:

* + - * + Cost accounting: Marginal Costing /Cost-Volume-Profit Analysis and Break even analysis
        + Commission Forecasting
        + Track commission amount pertaining to the policies and handle payouts to the agents and carriers
        + Commission Processing which includes calculation of commission that need to be provided to the agents
        + Posting Cash Receipt as per bank account
        + Create deposit for Cash Receipt in Bank account and posting un-reconciled Cash Receipts
        + Responsible for researching and correcting all commission payment errors
* Project II

Department: Financial Management Services (FMS)

Responsibilities:

* + - * + Qualitative and quantitative to meet the client requirements
        + Project planning and management
        + Underwriting
        + database administration which lead to underwriting, case design, policy issue, plan requirement and payouts
        + Input client as well as agent details in a database called citrix and start with preliminary underwriting
        + Handle QC and preparing training materials, handouts and courseware for new recruits.
* Project II

Department: Financial Management Services (FMS)

Responsibilities:

* Track all applications received and related premiums. Upon the

receipt of application, starts the preliminary underwriting

* For all cases a confirmation letter stating that cases were

received along with requirements (either received or ordered)

need to be sent to both carrier as well as agent.

* Need to track pending application through policy issue
* Project II

Department: Financial Management Services (FMS)

Responsibilities:

* Accounts Payable and Receivable
* Budget Development and Management
* Cash Flow Management and Modeling
* Preparation of MIS Reports
* Working Capital Management
* Bank Reconciliation and Variance Analysis
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