

**Objective**

Seeking for an innovative career, where I could prove my abilities and work for the up liftment of the organization, ready to work both independently and as a member of a team, utilizing the skills acquired during my course of work.

**Experience**

 **3 years** of experience in ACCOUNTS and HUMAN RESOURCE.

#  **Organizational Experience**

**1. ACS a Xerox Company - Kochi**

 **Human resource Associate from May 2014 to September2015.**

**Responsibility: Remote Infrastructure Management Services for the Canada client (Heinz)**

* Update the Pension Benefits system.
* Research Benefits and Beneficiary information for pension when a death of a Participant is notified.
* Identify trends and report in clear concise manner to management team.
* Monitor and maintain client queues and making sure of process completion and managing escalation effectively.
* Meet client processing deadlines according to established Service Level Agreements (SLA’s).
* Being Flexible in the process.
* Maintaining and Troubleshooting pension payroll for the clients.
* Preparing death start, death kit and life insurance kit for the client.
* Preparing SAS calendar for the client.
* Troubleshoot the client flow issues.
* Pull Query from Siebel (oracle).
* Able to collaborate and work effectively as part of a team. Addressing training needs of the team.
* Support client service delivery by consistently meeting quality guidelines within the establish turnaround time for assigned request.
* Responsible for managing process documentations for e.g. SOPS, Issues Trackers, etc and ensure timely updation of the same.

**2. Company: Muthoot Finance Ltd – Kochi.**

 **Operations HR, Oct 2013 to April 2014**

**Duties & Responsibilities:**

* Recruitment & Selection- Analyzing manpower requirements across Regional Offices and Branches, initial screening, scheduling interviews, interviewing the candidates, inter-group coordination for technical evaluation and closing (compensation negotiations),Joining formalities-Documentation, Induction training.
* HRMS – Prepare and maintain information about people, job, position and all other HR related areas.
* Payroll administration.
* Directly responsible for timely processing of various staff welfare measures.
* Coordinator for “Internal Committee for Sexual Harassment of Women”.
* Regularization of all transfer cases and issuance of posting orders – handled around 500 transfer cases per month.

 3. **Company: Saju & Co (Chartered accountant firm) – Kochi.**

 **Accountant, October 2012 to September 2013**

**Job profile:** Administrating, providing services and maintaining files of Service tax, Income tax, Kerala value added tax (KVAT), Excise, Bank, Luxury tax, Goods and service tax, Company’s act, Partnership/LLP, Trust/Society/NGO and other services.

**Responsibility:** **Deals with service tax and KVAT files**

* We deals with service tax which may consist of Tax planning, Registration, Amendment to ST 2, Return filing, Refunds, Reply to show cause notice, Representational service, Assistance in filing cases before High Court/Supreme Court, Cancellation of Registration.
* Retainer ship with the firm ensures prompt and lawful compliance of tax laws.
* Tax compliance saves legal costs by avoiding multiplicity of cases.
* We provide highest quality service at the quickest possible time.
* KVAT consist of Tax planning, Business Model Planning, Registration and amendments, Monthly/Quarterly return filing, Works contract compliance package
* Downloading and preparation of statutory forms(C & F Forms)
* Drafting & filing of appeals from lower authorities to Tribunal
* Amalgamation, Merger & Demerger Consultation
* Business closure – services

# **job responsibility**

* Prepares asset, liability, and capital account entries by compiling and analyzing account information
* Documents financial transactions by entering account information
* Summarizes current financial status by collecting information, preparing balance sheet, profit and loss statement, and other reports
* Prepares special financial reports by collecting, analysing, and summarizing account information and trends
* Draft business letters, reports, office memos using word processing programmes
* Maintains customer confidence and protects operations by keeping financial information confidential
* Undertake other functions which includes banking, Receivables and payroll managementAccomplishes the result by performing the duty.

# **TECHNICAL KNOWLEDGE**

* TALLY
* VISUAL BASIC
* MICROSOFT OFFICE (Advanced Excel, Word, Power Point)

 **PROFESSIONAL SKILLS**

* Flexible team player who prospers in a fast-paced work environment
* Exceptional Leadership skills developed through work experience
* Self-motivated with a strong desire to learn
* Highly critical thinker with effective Researching skills
* Excellent team worker.
* Excellent Leadership skills.
* Excellent Entrepreneur capabilities.
* Ability to build excellent relationships with clients.
* Work under pressure and independently.
* Excellent Cultural Awareness.

#  **project undertaken**

• Under gone a training in “BEST ELECTRICAL PVT LTD” ON THE TOPIC “TURNOVER” For 30

 Days.

• Under gone a training in “KAMCO” For 15 days.

 **Educational Qualification**

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| **Qualification** | **Board / University** | **Percentage** | **Year of passing** |
| M.COM | BHARATHIAR UNIVERSITY, COIMBATORE, TAMILNADU, INDIA | 78% | 2014-2015 |
| **B.COM** | BHARATHIAR UNIVERSITY, COIMBATORE, TAMILNADU, INDIA | 83% | 2009-2012 |
| **12th** |  CBSE | 76% | 2009 |
| **10th** |  CBSE | 65% | 2007 |

 **Personal Details**

Date of Birth : 23/10/1991

Nationality : Indian

Religion & caste : Hindu

Marital Status : Married

Languages Known : English, Hindi, Malayalam and Tamil



**Gulfjobseeker.com CV No:** **1487964**