*“I am passionate about getting results and thrive on challenges to professionalize my career irrespective of how small or big the obstacles are”*

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| **Academic Qualification** |

New Indian Model School, Dubai – Secondary School

Gulf Model School, Dubai – Higher Secondary School

Ideal College for Advanced Studies - **B.Com** (Calicut University)

**CA Inter**

**MBA in HR – Herriot Watt University (Present)**

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| **Personal Dossier** |

**Date of birth: 24/01/1993**

**Visa: Residency Father Sponsored**

**Marital Status: Single**

**Languages known: English, Hindi & Arabic (Read, Write, Type)**

**Driving License: Dubai Issued**

**Hadhiya**

**B.com + CA Inter, MBA in HR – 4+ Years of Dubai work experience**

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| **C/o 0504753686 ; Email:** [**hadhiya.310633@2freemail.com**](mailto:hadhiya.310633@2freemail.com) |

**Professional Overview**

A strategic leader with excellent HR and Financial skills, experience dealing with Human Resource activities like employment, compensation, labor relations etc.,with high level confidentiality and strict deadlines. Presently looking for a HR, Finance position that offers wide exposure and long term career development opportunities.

**CAREER HISTORY**

**Genpact GmbH, Dubai**

***Finance Coordinator cum HR Administrator* - June 2013 – Present**

**FINANCE COORDINATOR**

* **Prepared accurate records, reports and spreadsheets to reconcile, analyze and evaluate accounts.**
* **Deal with whole accounting activity from the general entry to financial of accounts.**
* **Secures financial information and keeps information confidential.**
* **Strong in interaction with Auditors for Finalization of Accounts.**
* **Monitored and recorded company expenses.**
* **Assists in preparing annual company accounts and reports.**
* **Develop and maintain database of records to ensure smooth transaction for all financial process.**
* **Obtain regular productivity reports and evaluate for completeness and authenticity of information.**

**HR ADMINISTRATOR**

* **Ensures that Human Resources files and records are maintained in accordance with the legal requirements and company policies and procedures.**
* **Assist in payroll preparation by providing relevant data (absence, bonus, leaves, etc).**
* **Maintaining employee information by entering and updating employment and status change data.**
* **Very careful when handling private and confidential employee information.**
* **Upholding outstanding level of administrative and operational standards.**
* **Using a high degree of tact and discretion when dealing face to face with employees.**
* **Support in formulating methods to improve employment policies, processes and practices as well as recommending changes to the management.**
* **Coordinates with related departments as required and provide assistance.**

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| **Educational Qualification** |

**SAP FICO ECC 6.0**

**Microsoft Navision**

**Tally ERP.9**

**Peachtree**

**Microsoft Office and Web World**

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| **IT Qualification** |

**Oracle**

**Microsoft Visual Basic**

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| **References** |

**Available on request.**

***Junior Accountant April 2012 – March 2013***

**JUNIOR ACCOUNTANT**

* **Prepare journal entries and complete general ledger operations.**
* **Reconcile and maintain balance sheet accounts.**
* **Administer accounts receivables and accounts payables.**
* **Draw up monthly financial reports.**
* **Monitor and resolve bank issues including fee anomalies and check differences.**
* **Assist with monthly closing and preparation of monthly statements.**

***Project Administrator 2011-2012 (Primo Group), Dubai***

**PROJECT ADMINISTRATOR**

* **Coordinate with team members frequently for updates regarding the work in progress.**
* **Assist with planning projects.**
* **Ensure all commitments are met in accordance to the goals and objectives of the project.**
* **Prepare reports on financial aspects and progress.**
* **Coordinate all relevant departments’ activities to ensure smooth flow.**
* **Manage and coordinate changes in the activities.**
* **Discuss updates with senior officials and clients.**