

Contact HR Consultant for CV No: 337002

E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)

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CAREER OBJECTIVE

I’m a MBA graduate, having one year experience with RR Donnelley as Financial Associate, also able to provide routine and non-routine administrative support to the HR department, with my prior experience as a HR assistant. Right now i am looking for the next step up in my career and a chance to develop my career towards acquiring new experience and knowledge in near future.

WORK EXPERIENCE

* + Financial Associate in RR Donnelley in XBRL Process. (From Nov 2015 to Nov 2016)

Working in XBRL back end documents in order to find an efficient way in resolving issue and speeding up the process time.

JOB RESPONSIBILITIES:

* Analysis of Financial statements, prospectus of US Companies
* Preparation & Rendering of XBRL financial statements for client companies, by mapping the financial statements to the standard U.S. GAAP taxonomy that could be filed with US SEC
* Consult with clients and confirm which of their reported financial statement items appear to map directly to the UGT or which ones may require the creation of customized extension elements in order to create an XBRL instance document
* Validating and analyzing the quality issues from team members job
* Communicating any new updates in the process and making the team members to understand the update and implement immediately
* Have worked for all the Tier 1, 2 & 3 companies preparing XBRL files for the first time filers and also doing periodic updates for all the clients who are filing regularly

* + HR Assistant in Gold Leaf Hotels, Trivandrum From ( May 2012 to July 2013 )

Responsible for acting as the first point of contact for company Directors and Managers who are seeking advice, guidance and support on a wide range of employee issues.

JOB RESPONSIBILITIES

* Maintain documents and records of available positions.
* Preparing employment contract for employees.
* Assist with maintaining employee leave records and communicate leave balances.
* Leave administration and communication.

EDUCATION

* Master in Business Administration (Finance & HR)

CGPA: 71.3% (First Class)

University of Kerala, India

ICM Poojappura, Thiruvananthapuram

2013-2015

* Bachelor of Commerce (B.com with computer applications)

CGPA: 52%

University of Kerala, India National College of Arts & Science 2009-2012

* Board of Higher Secondary Education

Stream: Mathematics, Physics, Chemistry, Biology

Kerala, India

2007-2009

BEYOND CURRICULUM

* Achievements

Winner in Business Quiz, in Le Emperoz , Rajadhani Business School Finalist in Business Quiz, in Mania 2013 at IMK Karyvattom Finalist in Business Quiz in Kampfer 2014, UIM, Adoor

Runner-Up For Marketing Game in YAMISTA-13 at College of Engineering, Trivandrum

* Project details
  + Financial Performance Analysis at KSIE Ltd, Trivandrum.
  + Organizational study in Travancore Titanium Products Ltd, Trivandrum

DECLARATION

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.