**SHIVA**

**ADMIN COORDINATOR**

**PERSONAL INFO**

 **C/o 0504973598**

[**Shivakumar.378688@2freemail.com**](mailto:Shivakumar.378688@2freemail.com)

Nationality**: Indian**

Visa Status: **Transferable**

Languages: **English,**

**Hindi, Telugu.**

**SUMMARY**

Diligent professional skilled in outlining **risk** **assessments**, successfulat **refining audit**

**systems**. Proficiently

monitors budgetary matters to achieve **financial accountability & transparency**. Risk &Compliance experience with exposure to **ERM** **methodologies.**

**SKILLS**

* **Analytical Thinking**
* **Data Mining Analytics**
* **Risk Management Assurance**
* **Inter Personal Skill**

**EDUCATION**

**Bachelors in Commerce** 2010|Osmania University, India.

**EXPERIENCES**

**ADMIN COORDINATOR cum ACCOUNTANT |** Since Jan‘14 | **ADMECCO ELECTRO MECHANICAL WORKS,**Dubai, Uae.

* Day to day general office Clerical duties in All **Accounting** and **Administrative** works, Handling telephone calls and Emails
* Looking after employees Medical, Passport and Visa etc. **Providing Human** **Resources Services**.
* Preparing Daily and Monthly Time sheets and Invoices, **Communicating** **clearly** & **effectively** with the accounts team.
* Supervised the accounting department in the areas of **payroll, accounts** **receivable** and accounts payable including government requirements and **tax** filings.
* Coordinated the provision of information to **external auditors at interim and** **annual audits.**
* **Reconcile financial ledgers and records**; prepare financial statements andreports, general and **subsidiary ledgers** and supporting schedules; research and resolve discrepancies.
* Provided **human resource support** to management regarding company policies and practices.
* Coordinated and administered recruitment of non-exempt personnel, affirmative action program, compensation and maintained all recordkeeping and administrative files.
* Handling external or internal communication or **management systems.**
* Spearheaded effort to convert to **cloud based technology.**
* Increased efficiency and accuracy of file management by streamlining the system used to track files.
* Generate various reports like **Budget Vs Actual**, Expenses on various heads and presentations for Monthly Review Meetings.

**BACK END EXECUTIVE |** Jun’12–Dec’13 | **MARSH CONSULTANCY SERVICES**,Hyderabad, India.

* Assist in preparing interoffice memos and drafting emails
* Reconcile department budget and generate reports
* Maintain the office filing system and retrieve material from files as requested
* Process appropriate paperwork to pay vendor invoices
* Preparing all the **MIS reports** and submitting to the concerned team.