**CURRICULUM VITAE**

Achievements

* MBA degree with dual specialization.
* **Indian Embassy Silver Jubilee Scholarship for MBA**
* Awarded prize in Math’s competition
* Successful organized school and college fests and events.
* Participated in different cultural programs at school and College level.

## Professional Experience

**Industries, Nepal Nov 2014 to Feb 2016**

 **Sr. Accountant**

* **Duties and Responsibilities:**
* Prepare special financial reports by collecting, analyzing and summarizing account information and trends.
* Contributes to team effort by accomplishing related result as needed.
* Documents financial transactions by entering account information.
* Secure financial information by completing database backup.
* Collect all the details transaction through Bank.
* Make the Journal voucher and entry into Tally.
* Make the *“Certificate of origin*” of Export stock.
* Get the insurance confirmation of every item dispatch from factory.
* Report to senior of every activity in daily basis at the end of the day.

 **Mercantile Office systems (P) Ltd. Kathmandu Sep 2013 to Oct 2014**

 **HR Assistant**

* **Duties and Responsibilities:**
* Conducts benefits enrollment for new employees.
* Submits the online investigation requests and assists with new employee background checks.
* Reconciles the benefits statements.
* Conducts audits of various payrolls, benefits or other HR programs and recommends any corrective action.
* Updates HR spreadsheet with employee change requests and processes paperwork.
* Assists with the preparation of the performance review forms & processing of terminations.
* Assists HR Director with various research projects and/or special projects.
* Assists with recruitment and interview process.
* Schedules meetings and interviews as requested by HR Manager & CEO of the company.
* Schedules conferences by reserving facilities at local hotels and/or restaurants.
* Makes photocopies, faxes documents and performs other clerical functions.
* Files papers and documents into appropriate employee files.
* Prepares new employee files.
* Processes mail.
* Performs other duties as assigned

**Vendor Plus Consultant (P) Ltd. New Delhi, India August 2012 to April 2013**

**HR Recruiter**

* **Duties and Responsibilities:**
* Develop a pool of qualified candidates in advance of need.
* Research and recommend new sources for active and passive candidate recruiting.
* Post openings in newspaper advertisements, with professional organizations, and in other position appropriate venues.
* Utilize the Internet for recruitment.
--Post positions to appropriate Internet sources.
--Improve the company website recruiting page to assist in recruiting.
--Research new ways of using the Internet for recruitment.
--Use social and professional networking sites to identify and source candidates.
* Conduct regular follow-up with managers to determine the effectiveness of recruiting plans and implementation.

**Education Year**

* Master in Business Administration (MBA) 2012

Specialization in Human Resources & Finance

Osmania University, Hyderabad, India

* Bachelor of Arts( Economics) 2009

Gurukul Kangdi University, India

* 10+2, Kangdi Board DehraDun , India 2006
* SLC, Kangdi Board DehraDun, India 2004

**Skills & Abilities**

* Knowledge of Microsoft Office application (Word, Excel, PowerPoint, Outlook),Tally.
* A good working knowledge of HR process
* Excellent interpersonal, verbal and written communication skills
* Planning and organizational skills to meet deadlines
* Judgment and decision making skills
* Influencing, persuading, coaching and negotiating skills
* Co-operative and supportive team player
* Time management
* Management of personnel and financial resources

**Personal Details**

Gender- Female

Martial status- Married

Religion- Hindu

Nationality- Nepalese

Languages known- English, Nepali, Maithili, Hindi

**References available upon request**

**Job Seeker Name: Abbika / CV No:** **1677174**



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send email with your company name and position available to

cvcontacts@gulfjobseekers.com or call +971504753686