**HR Admin cum Accounts**

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 **NAJIB**

**NAJIB.334310@2freemail.com**

**About VISA:**

**VISA Type** - Visit VISA

**VISA Duration** - 11th January to 3 Months

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**Career Objective:**

Seeking a challenging environment that encourages continuous learning and creativity provides exposure to new ideas and simulates personal and professional growth.

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**Professional Experience:**

**IRIS KPO Resourcing India Pvt Ltd (Jun 2016 – Dec 2016)**

**Period :** June 2016 to December 2016

**Role :** Accountant / UK payroll**.**

**Location :** Chennai, India.

**Roles & Responsibilities: Admin / Accountant**

* Monthly salary calculation.
* Leave & Attendance Details.
* Maintaining Balance sheet
* Petty cash using Tally 9 ERP & MS-Excel.
* IRIS Software using for Employees Salary Calculation.
* Maintaining manually using MS Excel.
* Monthly Reports
	+ - * + Monthly Profit & Loss Reports
				+ Balance Sheet Reports &
				+ Client’s Reports.

**CANARIES INDIA Pvt. Ltd. (Nov 2013 – Oct 2015)**

**Period :** Nov 2013 to Oct 2015

**Role :** HR Payroll & Recruitment

**Sub Role :** Accountant

**Location :** Bangalore, India.

**Roles & Responsibilities: HR Payroll & Recruiter**

* Joining & Separation Formalities.
* Appointment Letter & Confirmation.
* Managing the Job Portal.
* Maintaining Company files, Documents & Persona, Details.
* Interviews & Recruiting.
* Employees, Employee Relation.
* Maintain Leave & Attendance Details.
* Updating Salary details, ESIC& PF.
* Handling the petty cash book.
* Handling Internal Issues.

**BOSCH AND SIEMENS HOME APPLIANCES GROUP (May 212 – Oct 2012)**

**Period :** May 2012 to Oct 2012

**Role :** Customer Support

**Location :** Chennai

**Roles & Responsibilities: (Voice Process)**

* Handling Compliant Calls
* Forward the Data's to Team Lead.
* Customer Demo Intro.

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**Academic Qualification:**

* **Human Resource Management(Recruitment , Payroll)** - 2013 - 2014

Canaries HRM Training Institute, Bangalore, India

* **B.sc(Information Technology, Accounts)** - 2009 -2012

From Jamal Mohamed College, Trichy, got **70.65%** (Up to 6thsem)

Bharathidasan University, Tamil Nadu, India.

**Certified Knowledge’s :**

**Tally.9.0 ERP** – 3 Years Experience with professional knowledge.

**MS Office** – (MS Excel & Ms Word) well trained knowledge.

**E-Mail** – Quotations & Sales Proposals**.**

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**Personal:**

Date of Birth : 11th April 1992123

Sex : Male

Marital Status : Married

Nationality : Indian

Languages Known : English, Tamil, and Malayalam

**Declaration:**

I herewith solemnly and sincerely affirm that the statements and the information furnished above are true and correct to the best of my knowledge.