

SNIGDHA PRADEEP

Seeking a Financial/HR assignment in...

Target Function: **ADMIN/DOCUMENT CONTROLLER/HR/ ACCOUNTS**

Preferred Sectors: **Any**

Profile at a glance:

- » An enterprising professional experience of 3 years in accounting, secretarial and document control.
- » Dedicated work experience in performing general office tasks.
- » Hands on experience in devising, implementing and maintaining core office systems.
- » Highly skilled in providing clerical and administrative support to all departments as per policies.
- » In depth knowledge of managing inventory and filing systems and maintaining communication with various internal and external agents.
- » Exceptional ability to communicate effectively.

PROFESSIONAL EXPERIENCE

JOS ALUKKAS GROUP JOS ALUKKAS CORPORATE OFFICE THRISSUR JOB PROFIL - HR COORDINATOR

- » Answering employee requests and questions
- » Coordinate and delegate the task to the appropriate person of the team
- » Update and keep employee records in check
- » Assisting in the recruitment and interview processes
- » Help supervisors in assessing employee engagement and evaluation
- » Responsible for analyzing training needs, developing training curriculum, and delivering training courses
- » Maintain the HR team's calendar (schedule meetings, interviews, HR events etc.
- » This position is responsible for managing & administration of the company Payroll shared services and ensuring compliance and accuracy in monthly Payroll activities

- » The role responsible for ensuring timely and accurate delivery of payroll.
- » Overall responsibility for payroll processing and administration
- » Manage certain time bound processes and ensure validation of data to be accurate and truthful i.e. Investments declaration, Form 16s, Tax Returns
- » Ensuring time lines are met for salary disbursement and statutory compliance
- » Ensuring Employee Benefits including Employee reimbursements as per rules and regulations of income tax
- » Responsible for MIS and Analytics regarding payroll and employee benefits with Standardization of reports for better decision making
- » Verification & Reconciliation of monthly payroll
- » Calculation and deposit of monthly liability of TDS on salaries
- » Preparation & Submission of Quarterly and Annual TDS returns
- » Responsible of publishing monthly Payroll Dashboard
- » Ensure Monthly payroll provisions to Finance

**AL AHALIYA HOSPITAL ABU DHABI
JOB PROFILE – CASHIER (07-12-2016)**

- » Greet customers when entering or leaving from establishments.
- » Handling cash transactions with customers.
- » Handling petty cash.
- » Recording all the transactions in day book.
- » Keep reports of transactions.
- » Verifying debit and credit sales.
- » Making monthly reports.

**HOSPITALITY CATERING LLC
P.B.NO. 29735, ABU DHABI
JOB PROFILE - HR ASSISTANT (JUNE 2015 TO AUGUST 2015)**

- » Act as the point of contact for HR matters across the organization, implementation of any decisions taken.
- » Administer and support the development of HR processes and procedures - performance reviews, payroll, training plans, sick and annual leave.
- » Manage and administer all visa, ID Cards and immigration related matters in the UAE.
- » Administer employee health insurance provisions.
Manage and maintain internal record keeping and document retention systems (soft and hard copy) for the HR function.

- » Ensure office space is maintained to a high standard.
- » Source and oversee office suppliers and contractors, processing invoices for payment.
- » Maintain and organize adequate stocks of office stationery and pantry supplies.

CHANGE CONSTRUCTIONS

DOHA - QATAR

JOB PROFILE - ACCOUNTANT/HR (OCT 2013 TILL MAY 2014)

- » Prepare the profit and loss statement and monthly closing and cost accounting reports.
- » Prepare entries to accounts, such as general ledger accounts, and document business transactions.
- » Monitor and review accounting related system reports for accuracy and completeness.
- » Prepare the review budget, revenue, expenses, payroll entries, invoices and other accounting documents.
- » Analyze the revenue and expenditure trends and recommend appropriate budget level, and ensure expenditure control.
- » Explain billing invoice and accounting policies to staff, vendors and clients.
- » Resolve the accounting discrepancies.
- » For the accounting purpose financial transactions are entering in tally.
- » Other duties as assigned.

DENNY AND KRISHNAN – AUDITORS AND TAX CONSULTANTS FIRM

INDIA – KERALA

JOB PROFILE – ACCOUNTANT CUM OFFICE SECRETARY(OCT -2011 TILL SEP 2013)

DUTIES ASSIGNED

- » Drafting of letters and requests to the income tax department.
- » Accounting procedures of the company.

- » Inform cost control techniques to the client.
- » Managing of electronic systems like E-filing, E-payment & E-return.
- » Checking all the receipts and payments of the client done in the specific financial year.
- » Prepare Trial Balance and final accounts.

EDUCATIONAL QUALIFICATIONS

- » **Master of Business Administration (MBA) with 1st class(62%) from MG University, Kottayam – Kerala, India**
- » **Bachelor of business Administration (BBA) with 1st class (61% from Calicut University, Kerala, India.**
- » **Diploma in Foreign and Indian Accounting. (Peachtree, Tally ERP9, MS Office)**

PROJECT AND ORGANIZATIONAL STUDIES

For the partial fulfillment of Bachelor degree in **Business Administration (BBA)** and also the Master degree in **Business Administration (MBA)**, I have done the project and organizational study in reputed firms. And it was a great experience for me as a fresher.

- » Successfully completed the project (September 2008) on customers satisfaction at Red Sun Plastics Pvt. Ltd. Kanippayoor, Kunnankulam. For the fulfillment of Bachelor of Business Administration (**BBA**).
- » Successfully completed the organizational study for the completion of summer placement report (August 2008) for Bachelor of Business Administration (**BBA**) at KSE Ltd Iringalakuda, Trichurdist, Kerala, India.
- » Successfully completed the main project on (August 2010) Capital Structure analysis at Red Sun Plastics Pvt. Ltd Perumpilavu, Kunnankulam, Trichurdist, Kerala, India. For the fulfillment of Master of Business Administration (**MBA**).
- » And summer placement report in Red Sun Plastics Pvt. Ltd (July 2010) for the completion of Master of Business Administration (**MBA**)

PERSONAL PARTICULARS

Father's Name	- Mr. P.S.Pradeep
Address	- Paduthamkulangara House Chemmanoor Post
Age & date of birth	- 30 years (13.09.1988)
Sex	- Female
Nationality	- Indian
Passport number	- K 2272634
Date of issue	- 24.07.2012
Place of issue	- Thrissur, India
Driving license	- Holding valid Indian driving license
E-mail	- snigdha3930@gmail.com
Mob	- +91-93 88 68 7575

PERSONAL STRENGTH

- » Hard working and dedicated to work.
- » Can work under pressure.
- » Self-motivated and self-esteemed.
- » Good behavior and interaction.
- » Good listener and quick learner.

DECLARATION

I hereby declare that the above mentioned information are true to the best of my knowledge and belief. I assure you that, if I am selected, I will discharge my duties in the utmost satisfaction of my superiors and for the development of the organization.

Snigdha