



# SAJNA P ANTONY



## ADMINISTRATIVE EXECUTIVE -

bringing around 1 year experience in Assisting HR works, Basic Accounting as well as General Administrative work – seeking position as HR/Admin Executive/Officer in Healthcare, Hospitality, IT, Telecom, Aviation or any other sector.



## CONTACT



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## WORK HISTORY

Oct'20 -  
Oct'21

### AHALIA FOUNDATION - HOSPITAL | KERALA | INDIA ADMINISTRATION EXECUTIVE

- Assist HR in Hiring & onboarding.
- HRMS - Create and maintain personnel files as per ISO standards. Maintain master data & update staff's personal information in company HRMS.
- Assist to develop strategic policies and programs for corporate travel.
- Handle and oversee all travel arrangements (air, lodgings etc.) and operations.
- Develop & Maintain relationships with vendors.
- Leave Management – Manage employee timecards & leave trackers.
- Facility management: Receive and route facility management requests; supervise housekeeping activities.
- Payroll – Calculate and give inputs to finance manager on staff salaries, loans, overtime, travel allowances and other benefits.
- Maintain office facilities, report and initiate necessary repairs and maintenance; respond to emergencies in timely manner.
- Custodian of various documents such as disciplinary action documents as per group HR policies, monthly training reports & current employee status.
- Dealing with Third party certificates, license renewal, duplicate license and new license applications.
- Document basic insurance information in the patient's file for quick reference.
- Process and submit insurance claims; monitor and follow-up on outstanding claims.
- Provide the appointment coordinator with patient names and amounts due, so effective collection over the counter can take place during the day.
- Using digital systems to keep records and create payments.
- Preparing and posting journals; logging daily entries in accordance with accounting policy.

### ACHIEVEMENTS

- Highest Profit Achiever - July 2021.
- Project - study on Consumer Behaviour of Puma with reference to Alappuzha District.



## SKILLS

### ONBOARDING



### DOCUMENTATION



### BANK RECONCILIATIONS



### TIME & ATTENDANCE MGT



### VENDOR MANAGEMENT



### CUSTOMER RELATIONS



### BUSINESS COMMUNICATION



### FACILITY MANAGEMENT



### BASIC ACCOUNTING



### ADVANCED MS OFFICE



## QUALIFICATIONS

### 2021 M.COM

IGNOU University | India

### 2020 MBA International Business

Calicut University | India



## PERSONAL DETAILS

**Nationality:** Indian

**Gender:** Female

**Civil Status:** Single

**D.O.B:** 25 October 1997

**Languages:** English, Malayalam



## REFERENCES

Available on request.

