

A Results- driven, Industrious, Trustworthy employee who understands the importance of helping employer grow and be commercially successful.

WORK EXPERIENCE

US Payroll Services

Alight Solutions

05/2022 - Present

Kochi

Achievements/Tasks

- Ensures all tasks/tickets are processed within the SLA's following all standard requirements.
- Issue employee tax panel updates using SAP and validates state tax rates, analyse tax impact on liability report.
- Responds to client's enquiries and needs(through email).
- Makes sure state accounts are updated, comparing and updating SUI rates provided through the Tax Notices.

Administrative Assistant

Modern Industries

07/2019 - 12/2021

Kochi, India

Achievements/Tasks

- Created and maintained spreadsheets using Excel functions and calculations to develop reports and lists.
- Eliminated financial discrepancies by tracking hours and customer billing to ensure 13% accuracy.
- Automated office operations along with Tally ERP, as well as managed client correspondence and record tracking.

PROJECTS

A Study on Problems Faced by Women Personnel With Special Reference to Kerala Police.

EDUCATION

Bachelor of Commerce

Amrita Vishwa Vidyapeetham

07/2016 - 05/2019

Senior Secondary Education

V.C.H.S.S Higher Secondary School

08/2014 - 03/2016

Secondary Education

H.D.P.Y English Medium School

SKILLS

Tally ERP

MS Excel

SAP

MS Word

Power Point

Administrative Operation

Time Management

Client Management

Collaborator

Interpersonal Skills

Communicative English

Prioritization Skill

CERTIFICATES

Tally ERP

Diploma

Diploma in HR (01/2023 - Present)

Alison

Certificate in Accenture Consulting Programme

Forage Virtual Internship Programme

Certificate in Accenture Discovery Programme

Forage Virtual Internship Programme

Certificate in Digital Skills : Digital Marketing

Future Learn; Accenture

Certificate in Introduction to Business Management

Future Learn; Kings College London

PAPER PRESENTATION

Marketing and Consumer Behaviour

Presented in the Two-day International Conference on Transformation of Economy through Digitalization Management Perspectives.

LANGUAGES

Malayalam

Native or Bilingual Proficiency

English

Full Professional Proficiency

Hindi

Professional Working Proficiency

French

Elementary Proficiency