

HELENA ROCKEY

PALAMARATHIL HOUSE
THOPPUMPADY
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Objective

To be associated with a progressive organization which can provide me with a dynamic work sphere to extract my inherent skills as a Professional, use and develop my aptitude to further the organization's objectives and also attain my career targets in the progress.

Academic Qualifications

Course	Board/ university	year passed	% of Marks
MBA -HR&MARKETING	MG UNIVERSITY	2010	59
B.COM (TAXATION)	MG UNIVERSITY	2008	70
H.S.S/+2(commerce computer application)	BOARD OF HIGHER SECONDARY	2005	82
S.S.L.C	BOARD OF PUBLIC EXAM	2003	68

Technical Skill

- Tally Financial Accounting Program
- Career Development Training Program
- MS -OFFICE , VISUAL BASIC , HTML ,SQL ,DBMS
- Certificate program in Banking &Finance (ICFAI)

Personal Strengths

- Good creativity
- Quick adaptability to new environment
- Willing to hard work
- I can work extremely well as a team player (or) as an independent

Professional Experience

Regional Center ECHS Kochi (Health Scheme sector) (2021-2023)

Functional Area : HR & Accounts

- Maintaining daily attendance of staff
- Monitoring the incoming mails from concerned office (Gmail/Gov Mails)
- Clear out the incoming and outgoing mails
- Updating data and clear out ERIC in DBMS Software
- Scrutinizing the acquaintance roll of staffs
- Preparing the Agreement of the contractual employees
- Compiling Reports and Returns from Central Organization
- Preparation of Monthly/Quarterly Reports & Returns
- Updating the Policy of Contractual from Central Organisation
- Maintaining files/Registers/Folders of staffs
- Maintaining the leave of employees
- Preparation of SID of ESM
- Updating the Cash Account
- Statement of cheque/NEFT
- Updating Bank Reconciliation Statement

Ambuja cements LTD W/H (2016-2019)

Functional area : *Finance*

- Preparing financial documents such as bills invoice and accounts payable and receivable
- Completing purchase order
- Managing payrolls
- Completing financial reports on a regular basis and providing information to the financial team

- Entering financial information into appropriate software programs
- Coordinating internal and external audits
- Managing company ledger
- Verifying bank deposits
- Posting all daily receipts
- Preparing annual budgets
- Managing monthly budget task
- Sorting financial documents and posting them into proper accounts.
- Managing day-to-day transaction

UAE exchange HR department

Functional area: Recruitment

- Recruitment and induction
- Assisting management in designing HR policies
- Managing and maintaining staff personal files
- Updating data of employees in HRMS.
- Designing and updating HR manuals
- Coordinating of employee engagement activities
- Coordination of performance appraisal process
- Coordinating and conducting exit interviews and exit formalities
- Handling admin related works

Personal Details

NAME : **HELENA ROCKEY**

Date of Birth : 07-06-1987

Father's name : ROCKEY P R

Sex : FEMALE

Marital Status : Married

Contact Number : **8848532511**

E- MAIL : helena.rockey@gmail.com

Languages known : ENGLISH,MALAYALAM, HINDI

