

## CURRICULUM VITAE



### **ASWATHY VIJAYAN**

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**To work for an organization which provides challenging and dynamic environment utilizing my skills and professional experience towards the accomplishment of organizational goals and mutual growth.**

### **Professional Engagements and Experience**

**From March 2020-Currently on going -- HERTEL WLL - Hr/Admin (Sitra)**

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- Performing all HR related works for the company having a staff volume of 450 including the officers, managers and workers.
- Applying all LMRA works related in the LMRA SYSTEM
- Keeping track of GOSI invoices and updatation in GOSI websites accordingly
- Updating ministry related company works through SIJILAT
- Preparing pay roll for three divisions of the company, total manpower up to 800 people.
- Application for all type of visa in Lmra system for job visas and application of visit and business visas for the management and officers as required.
- Booking of tickets, annual settlement preparation, vacation/leave procedure related works as necessary.
- Recruitment of staffs and maintaining Bahrianisation slab in the company CR and keeping track of the same
- Assisting the HR manger and other line managers in different departments as required.
- Preparing the necessary documents, noting down minutes of meetings, and updating for meetings for the directors and the shareholders on monthly basis.
- Reconciliation of purchase credit cards used for visa , gosi , and other hr related payments as necessary from time to time.

- Handling emails and other correspondences and distributing it on timely manners to other departments.
- Handling files and recordkeeping for the whole department .

**From April 2017 – March 2020 Dar Al Shaikh Services    Hr cum Accountant.  
(Hoorah)**

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- Co-ordinate with the Company Clearing Agency for document clearance with LMRA, Immigration, Gosi and other Ministries.
- Basis book keeping, bank reconciliation, cheque deposits, invoicing and all other accounting works for the company.
- Preparing of P&L statements for audit purpose.
- Preparing budgets and doing forecast on monthly and year basis for the company operation.
- Preparing cash flow and allocation of funds for the banks accordingly on timely manner.
- Preparing salaries and transfer of salaries to the staff .
- To carryout yearly Gosi updating.
- To action all correspondence by proactively drafting responses with relation to Administrative and Human resources matters in consultation with the Country Manager and thereby ensuring that the duties of the office are carried out in the most effective and productive way.
- Reviewing and updating the sub-contractor agreements.
- As an EOS (Employee Opinion Survey) champion ensure all staffs receive the EOS questionnaire and contribute to achieving high EOS participation.
- Set up and managed HR function.
- Formulation/Implementation of Human Resource Policies & Procedures.
- Provided support, counsel, and guidance to Department Managers for implementation of new policies and procedures.
- Manpower planning for different departments.
- Performed all functions related to recruitment of candidates, including short listing, interviewing, background verification and liaising with Management for selection.
- Sourcing of the CVs from job portals, consultancies, employee referrals and walk- ins
- Making offers and negotiations.
- Maintained employee records.
- Conducted performance appraisal for employees.
- Conducted exit interviews and finalization of settlements in accordance
- Checking and supervising general accounting transactions on day to day basis such as invoice, purchase order, official receipts and payments vouchers in the computerized accounting system.
- Prepare payroll and bank reconciliation statement and maintain fixed asset register.
- Liaise with bank, auditors and other government bodies.
- Supplier order process and generating GRN and vendor invoice and payment.

- Inventory management and physical counting and managing stores
- Take and process customers' orders and inquiry
- Ensured compliance with accounting deadlines.
- Prepared annual company accounts and reports
- Monitored and recorded , minimized company expenses
- Performed general office duties and administrative task
- Prepared weekly confidential sales reports for presentation to management
- Scheduled client appointment and maintained up to date confidential client files
- Handling petty cash, record any petty cash payouts, utilizing petty cash vouchers, ensuring they are returned with relevant receipts
- Follow up on orders to ensure that materials are shipped and delivered on promised dates
- Ensure data integrity in all financial reporting.
- Assist in the design, Implementation and timely calculations of wage incentives, commissions and salaries for the staff.
- Manage the preparation of balance sheets, income statements, expense report etc.
- Ensure Maintenance of the general and Subsidiary Ledgers
- Maintaining the books of accounts, such as debtors, creditors and ensure all revenues are balanced daily against department reports and banking the same.
- Monthly, Quarterly and Year-end profit & loss Account and balance sheet

### **From March 2011–March 2017. The Catholic Syrian bank Ltd (India)**

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#### **Nature of the Job**

- Provided support to HR function & related Administrative activities including supporting all business units of IXIA in India.
- Coordinated with consultancies to shortlist candidates.
- Reviewing resumes and applications.
- Conducting initial telephonic interviews with the candidates.
- Assisting in subsequent interviews and providing necessary inputs during the hiring process.
- Completing the joining formalities of the selected candidates.
- Conducting various staff welfare activities in the Bank.
- Preparing travel plan and accommodation for business trips.
- Resolving the grievances or queries of employees and escalating it to right level depending on the nature of the issue.
- Provide support and co- ordination to training institutes / In house trainers for staff training and liaise with Line Managers

## EDUCATIONAL QUALIFICATION

- Master's In Business Administration from Guruvayurappan Institute Of Management, Coimbatore, 2008-2010(Finance & HR )  
Post Graduate Diploma in Entrepreneurship Development, Bharathiar University in 2010  
Bachelor of Science from CMS College, Coimbatore, 2005-08.

## Skills

<b>Software Used</b>	Tally ERP 9, Sage Accounting ,Diamond, Focus RT, Easy Accounting, Daceasy Accounting, Wings Accounting, MS-Office ( Word, Excel, PowerPoint, Outlook Etc.)
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## Personal Information

Name : Aswathy vijayan  
Gender : Female  
Date of birth : 27 – April - 1987  
Nationality : Indian  
Marital status : Married  
Husbands name : Sajeesh m  
Contact number : +973 33018020  
E-mail : [Aswathy48@gmail.com](mailto:Aswathy48@gmail.com)  
Cpr number : 870481681  
Driving license : Valid Bahrain driving license (learners only)  
Language skills : English (fluent), Hindi (fluent) & Malayalam (mother tongue)

## REFERENCES

Available upon request.

## DECLARATION

I hereby declare that all the details furnished above are true to the best of my knowledge and belief. If I am given an opportunity to work in your reputed company, I will assure you that I will strain myself to enhance the image of your company further.

Place: MANAMA, BAHRAIN

**ASWATHY VIJAYAN**