

SIJANA SHAJAHAN

HR & Admin Officer



✉ sijanashajahan103@gmail.com

☎ +97335191790,

📍 BAHRAIN

📅 1999/11/04

🚩 INDIAN

📄 W9784943

🌐 [linkedin.com/in/sijana-shajahan-370803297](https://www.linkedin.com/in/sijana-shajahan-370803297)

Profile

A highly motivated and detail-oriented HR Officer with a strong background in administration and accounting. With a Bachelor's degree in Commerce (BCom) and currently pursuing an MBA in Finance, I bring a solid understanding of financial management alongside a passion for optimizing human resource processes. Possessing hands-on experience in recruitment, employee relations, payroll management, benefits administration, and HR compliance, I am adept at managing multiple HR functions while ensuring operational efficiency. My dual expertise in HR and accounts allows me to provide well-rounded support to both people management and financial operations within the organization.

I have a proven track record of managing employee records, processing payroll, handling accounting tasks, and supporting HR projects to enhance employee satisfaction and productivity. I am eager to leverage my growing financial acumen and HR expertise to contribute to organizational growth and foster a positive work environment.

Professional Experience

2024 – present
Manama, Bahrain

HR & Admin Officer

Eatco Management W.L.L

- Recruiting & Onboarding
- Employee Data Management
- Payroll Administration
- Benefit Administration
- Salary Benchmarking
- Conflict Resolution
- Employee Management
- Training Needs Assessment
- Performance Appraisal
- Legal Compliance
- HR Reporting
- Exit Interview & Termination Process
- HR & Succession planning

2023 – 2024
Manama, Bahrain

Office Administrator

GLOBAL CAPITEUS CONSULTING

- Overseeing daily office activities and ensuring a productive environment.
- Providing clerical support, such as filing, data entry, and document preparation.
- Supporting recruitment processes, including scheduling interviews and onboarding new employees.
- Ensuring the office is well-maintained and organized.
- Generating reports and maintaining databases as required.
- Keeping updated on relevant regulations and compliance issues.
- Liaised with chair to plan meetings and scheduled meetings, supervising administrative personnel.
- Managing, Analyzing and aligning with company's goals.
- Managed documentation and data analysis, identifying discrepancies.

- Ensured customer satisfaction through regular inquiries and detailed service explanations..
- Updated internal accounting databases and spreadsheets.
- Collaborating with other departments or team members on financial matters or administrative tasks.

2023 – 2023
KERALA, INDIA

Accounts & Admin Executive

PRETECH TRADING EST.

- Prepare budget forecast
- Publish financial statements in time
- Ensure timely bank payments
- Manage balance sheet and profit/loss account
- Comply with financial policies and regulations
- Recording and categorizing expenses, and preparing financial reports.
- Taking care of tax returns and making sure they're paid in time
- Record and report a company's financial performance and cash flows
- Managing invoices, payments, and receipts.
- Staying updated with changes in accounting standards, regulations, and industry practices.

2021 – 2022
KERALA, INDIA

Accountant

WHITE LINE TOURS CONCEPTS

- Prepare budget forecast
- Publish financial statement in time
- Ensure timely bank payments
- Manage balance sheet and profit/loss account
- Comply with financial policies and regulations
- Recording and categorizing expenses, and preparing financial reports.
- Taking care of tax returns and making sure they're paid in time
- Record and report a company's financial performance and cash flows
- Overseeing Office Inventory
- Maintaining physical and electronic records, ensuring accuracy and confidentiality.
- Ensuring smooth operation of the office, managing supplies, and coordinating administrative support.

Education

Bihar, India

MBA in Finance

Suresh Gyan Vihar University

Kerala, India

Bcom Coperation

Kerala University

Kerala, India

Higher Secondary

Vivekananda Higher Secondary School

Languages

• English

• Hindi

• Malayalam

Skills

Social Media Marketing

Financial Statement

Journal Entry

Pre-Audit Preparation

Administrative Supervision

Inventory Management

Client Relationship Management

Tax Filing

Business Development Strategies

Customer Service Management

VAT Handling

LMRA Portal

SIO

Payroll management

TECHNICAL SKILLS

Microsoft excel — Proficient

Microsoft Office — Proficient

Powerpoint Presentation — Proficient

Microsoft Word — Proficient

Microsoft Outlook — Proficient

IT Skills — Expert

Internet Research — Expert

Social Media Management — Expert

Teleconferencing Tools — Expert

Declaration

I, HEREBY DECLARE THAT ABOVE MENTIONED ARE PROOF READ, REFINED AND PERFECT TO THE BEST OF MY KNOWLEDGE & BELIEF.

SIJANA SHAJAHAN
BAHRAIN