



## Rukhma Dinesh

### Administration and Operation Executive

Professional HR, Admin and Operations Executive with more than 3 years' Experience offers the following skills and experience:

- Recruitment and Hiring of candidates.
- Experience in Quick Books Tally ERP 9 and Microsoft Excel.
- Payroll Processing.
- Purchases, Shipment and Logistics.
- Administred daily operations of companying ensure policies of company where adhered to and understood by staff.
- Handling HRMS software.
- Documentation for appropriate distribution and filing.
- Supply chain management.
- Preparation of LPO
- Respond to customer request via telephone and mail.
- Vendor Management.
- Efficient maintenance of the integrity of general ledger account

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**Date of birth:** 1996-10-23

**Nationality:** Indian

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### Experience

January 2019 - Present

#### ADMIN AND OPERATIONS

#### JABERI WOODEN FACTORY W.L.L Bahrain

- Maintain General Administrative Duties
- Payroll preparation
- Coordinating with suppliers and Clients.
- Reconcile invoices to against advance payment
- Preparation of Quotation and Invoices
- Purchases and Supply chain management.
- Issue of LPO
- Imprest Management
- Shipment
- Negotiation with Suppliers.
- Logistics Management.
- Coordinating with International and local Suppliers
- Assist and manage dispatching and Shipments.
- Managing Accounts Payable and receivable.
- Answering Inquiries via Email, Phone calls
- Drafting Official Mails and Queries.

September 2018 – January 2019    **ADMINISTRATION EXECUTIVE**  
**SPECIALISED SECURITY SERVICES Bahrain**

- Maintain HRMS and BIOMETRICS
- Employee performance Evaluation
- Documenting grievances, terminations, absences, performance reports, and compensation
- Payroll Administering

April 2018 – August 2018    **HR OFFICER**  
**MINDBRIDGE BUSINESS SOLUTIONS PVT LTD India**

- Working with director to strategically plan HR initiatives beneficial for company
- Encourage efficient and beneficial work from employees
- Maintain HRMS and BIOMETRICS
- Employee performance Evaluation
- Recruitment and hiring of potential candidates
- Maintain and Processing of Employees insurance
- Petty cash management.
- Performance Management.
- Employee benefits and compensation
- Revise company Policies.
- Update internal database
- Documenting grievances, terminations, absences, performance reports, and compensation
- Payroll Administering

Feb 2017 – March 2018    **HR AND ACCOUNTS ASSISTANT**  
**SESAME SOFTWARE SOLUTIONS (NAASCO COMPANY) India**

- Preparing of monthly salary reports and bank statement
- Assist in recruitment
- Preparation of salary reports
- Administrative documentation
- Assist with the preparation, analysis and verification of accounting records
- Maintain the general ledger operations
- Support the month end close process
- Import and local Payments through Net banking
- Reconcile invoices to against advance payment
- Vendor bill passing
- Quality checking of the work done from the executives and send the report to Directors.
- Accounts payable and Receivables.
- Collect, categorize, calculate, verify and enter data to maintain accurate records
- Coordinate audits in accordance with internal and external procedures
- Assist with special projects related to process improvements

## EDUCATION

2016	Bachelor of Commerce University of Calicut India, Kerala
2017	Diploma in Data Entry and Office Automation Kerala State Education Board India, Kerala
2017	Diploma in Tally and Computerised Accounting

## SKILLS

- Tally
- Quick Books
- HRMS
- Biometrics
- Payroll
- Custom Clearance
- Microsoft Office

## Languages

English: Advanced  
Hindi: Intermediate  
Malayalam: Advanced