

PRINCY ASHAKIRAN NAZARETH

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SUMMARY

With over 3.6 years of experience in multiple domains of HR, Admin Activity and Accounting.

CAREER TIMELINE

**Ramee Group Hotels as HR Coordinator from May 2018 till December 2019.
Juffair, Bahrain.**

Job Description:

- Performed various critical recruiting activities including job postings, talent sourcing, resumes screening, pre-screen interviews, and reference verification
- Worked daily with leadership team to evaluate applicants by discussing job requirements and applicants' qualifications
- Maintained and thoroughly organized recruiting database to record all recruiting activities daily
- Researched HR policies and procedures to improve the company's overall recruiting processes
- Worked collaboratively with HR Manager to develop and maintain relationships with employment agencies, universities, and other recruitment services
- Executed various research projects and/or special projects
- Completed all workers comp claims, attended unemployment hearings, processed child support and wage garnishments
- Assisted with Human Resource functions during on-boarding process (recruitment, training, and hiring); conducted refresher training for current employees
- Provided first-level support on compensation, benefits, payroll and employee relation issues.
- LMRA, GOSI, Visa Apply, Cancel duties handled.

Yusuf Bin Ahmed Kanoo W.L.L as Secretary from May 2017 till April 2018. Sitra, Bahrain.

Job Description:

- Preparing the MIS Report and Profit and Loss Report on monthly basis.
- Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work.
- Updating the Attendance Report on monthly basis.
- Ensuring meetings are effectively organized.
- Preparing all the Tender Documents.
- Read and analyze incoming memos, submissions, and reports in order to determine their significance and plan their distribution.
- Prepare responses to correspondence containing routine inquiries.
- Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees and boards of directors.
- Meet with individuals, special interest groups and others on behalf of executives, committees and boards of directors.
- Review operating practices and procedures in order to determine whether improvements can be made in areas such as workflow, reporting procedures, or expenditures.

Hindustan Institute of Safety and Multi learning as Accountant cum Administrator from November 2015 to December 2016. Mangalore, India

Responsibilities:

- Handling of Accounts Receivable and Accounts Payable
- Accounting and book-keeping in the ERP Systems, Conduct various audit procedures as per auditor's requirement.
- Keeping track and identify outstanding payments
- Record the entries in system.
- Frequently reconcile the ledgers and Bank statement.
- Prepare the Income statement and Balance sheet on monthly and yearly basis.
- Explain billing, invoices and accounting policies to staff and clients.
- Resolve accounting differences.

KEY STRENGTHS/ SKILLS /POTENTIAL

- Excellent Performance in building good relationship between management, customers and co-workers.
- Self-motivated efficient and hard worker, honest and strong ethics and punctual in attendance. Composes and types routine and complex correspondence.
- Excellent communication and customer service skills, with quick decision making and problem-solving abilities.
- Strong leadership style with excellent interpersonal skills and ability to lead and develop effectively a team.
- Take and adapt to any new and challenging assignments quickly.
- Possess fluency in oral and written English.
- Effective interpersonal skills and relationship-building skills.
- Ability to present ideas in user-friendly language.
- Understanding of the organization's goals and objectives.
- Keen attention to detail.
- Analytical and problem-solving abilities.
- Ability to effectively prioritize and execute tasks in a high-pressure environment. Experience working in a team-oriented, collaborative environment.
- Strong customer-service orientation.

COURSES

- Tally ERP 9 Course.

QUALIFICATION

- Bachelor's in Computer Application from St. Aloysius College, Mangalore of Mangalore University, India.
- Pre University College from Padua Pre-University College, Mangalore, India.
- S.S.L.C from Navachetana English Medium School, Mangalore, India.

PERSONAL DETAILS

- **Name** : Princy Ashakiran Nazareth
- **Father's name** : Paul Joseph Nazareth
- **Date of birth** : 29/08/1994
- **Gender** : Female
- **Height** : 5'.6''
- **Nationality** : Indian
- **Marital Status** : Married
- **Visa Status** : Dependent (Husband's Visa)

DECLARATION

I hereby declare that the above information is true to the best of my knowledge and if required ready to furnish the relevant certificates.

Date:

Princy Ashakiran Nazareth