

Archana T K

HR assistant

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SUMMARY

Dynamic professional with experience as an HR Assistant and Assistant Accountant. Skilled in candidate **screening, onboarding, and financial record-keeping**. Proven multitasker with meticulous attention to detail. Ready to bring versatility and efficiency to a dynamic work environment.

EXPERIENCE

Assistant HR executive

Kyrgyz (Atlas)international tours and travels pvt Ltd

January 2022 – December 2023

Roles and Responsibilities

- **Recruitment support:** Assist in job openings and coordinating recruitment process, Schedule interviews and communicate with candidates
- **Onboarding :** Facilitate the onboarding Process for new hires, ensuring a smooth transition, assist in the preparation of orientation materials
- **Employee records:** maintain accurate and up-to-date employee records
- **HR policies and compliance:** help in implementing HR policies and procedures , ensure compliance with employment laws and regulations
- **Time and attendance :** manage time and attendance records, track and report attendance related Data
- **Employee quarries :** Respond to employee quarries related to HR policies and benefits
- **Employee engagement:** Support employee engagement initiatives and activities, Assist in Organizing events and programs to foster a positive work environment
- **Training and development:** Coordinate training sessions and workshops, keep records of employees training and development activities
- **Communication:** Communicate HR updates and announcement to employees, assist in creating internal communication materials
- **Performance Management:** support performance Appraisal processes
- **Conflict resolution:** Act as a mediator in resolving minor conflict among employees, Report serious issues to the higher management or HR manager
- **Project support:** Contribute to the HR project as assigned, collaborate with team members on special initiatives

Assistant Accountant

Cosmol IT solution -Kerala

June 2019 – February 2021

Roles and Responsibilities

- Manage day-to-day financial transactions, including accounts payable and receivable, ensuring accuracy and completeness.
- Reconcile bank statements and financial data to maintain precise financial records.
- Process invoices, track expenses, and handle petty cash transactions.
- Collaborate with the finance team to ensure compliance with accounting principles and internal policies.
- Monitor and analyze financial data to identify discrepancies or irregularities.
- Assist in the preparation for audits by providing necessary documentation and support.
- Maintain and update financial spreadsheets and databases regularly.
- Handle payroll processing and related documentation for the computer service center's employees.
- Communicate with vendors and clients to resolve billing and payment issues.
- Support the finance manager in various financial tasks and projects as needed.

- Stay informed about changes in accounting regulations and ensure the organization's financial practices remain in compliance.

SKILLS

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|------------------------------------|--|
| • Communication Skills | - Exceptional verbal and written communication skills |
| • Teamwork. | - Team Working Skills |
| • Multitasking | - The ability to work under pressure and multi-task |
| • Client/Customer Relations | - Expert in Maintain to make a good relation with Client/Customers |
| • Time Management | - Time management and ability to meet deadlines |
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EDUCATION

Bachelor of Commerce in Finance

Calicut University, INDIA

2015-2018

Higher secondary school

G.V.H.S.S NADAKKAVU, -KERALA

2015

SSLC

GVHSS NADAKKAVU, KERALA

2013

PERSONEL DETAILS

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|---------------------|---|
| ➤ Date Of Birth | 12-12-1997 |
| ➤ Gender | Female |
| ➤ Marital status. | Single |
| ➤ Nationality. | Indian |
| ➤ Visa status. | Visit visa |
| ➤ Languages known | English, Hindi, Malayalam, Tamil |
| ➤ Permanent Address | Thiruthi kunnath thazham (H),Eranjikkal p.o, Kerala, India Pin-673303 |

Passport Details

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| ➤ Passport No. | V2212791 |
| ➤ Place of issue. | Calicut |

DECLARATION

I hereby declare that all the above information is correct and accurate..