



ARYA K S

FINANCE AND HR EXECUTIVE

PROFILE

Driven professional with experience in financial operations and strategic planning and human resource management. Demonstrated ability to effectively monitor financial performance and provide sound financial guidance to executive teams. Skilled in developing budgets and financial forecasts, as well as overseeing financial reporting, accounts payable/receivable, and payroll. Possesses excellent problem-solving, communication, and leadership skills.

WORK EXPERIENCE

Finance and HR Executive [July 2023 – Present] Seha Medical Center, Ajman, UAE

- Provided support for strategic planning activities by developing long-term forecasts.
- Evaluated investment opportunities, providing recommendations based on risk and return analysis.
- Performed complex tax research related to corporate taxation issues.
- Negotiated contracts with vendors for optimal pricing and terms of service and make purchase decisions in the organization.
- Designed internal control systems to maintain compliance with regulatory requirements.
- Oversaw flow of cash and financial instruments.
- Evaluated financial reporting systems, accounting and collection procedures, and investment activities and made recommendations for changes to procedures, operating systems, budgets and other financial control functions.
- Reviewed collection reports determining status of collections and amount of outstanding balances.
- Follow-up of the insurances including submissions, rejections and payments and auditing insurance department in the organization
- Prepared reports on various aspects of Human Resources functions such as turnover rates, absenteeism levels.
- Conducted exit interviews to identify areas of improvement in recruitment processes.
- Monitored attendance records regularly to ensure compliance with organizational policies.
- Managed payroll processing activities, ensuring accurate payment of employees in a timely manner as per Wage Protection System.
- Assisted with the development of HR policies and procedures, including benefits administration, performance management, compensation planning and recruitment.
- Collaborated with hiring managers to understand job requirements and develop effective sourcing plans.
- Maintained confidential information related to employee records, compensation packages.
- Managed employment records and personnel data.
- Generated reports and documents related to HR activities.

Business Development Executive [April 2022 – September 2022] GRE Edge, Chennai, India

- Using network and online research, identify and qualify new sales leads
- Follow up on sales leads
- Meet sales target
- Established strong relationships with existing customers through regular follow-ups and visits.
- Developed and implemented strategic sales plans to meet organizational objectives.

CONTACT

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PLACE : Ajman, UAE

EMAIL : aryashaji319@gmail.com

PERSONAL PROFILE

DATE OF BIRTH: 19/03/2000

MARITAL STATUS: SINGLE

PASSPORT DETAILS

PASSPORT NO : X 6802086

DATE OF ISSUE : 24/04/2023

DATE OF EXPIRY: 23/04/2033

VISA STATUS : EMPLOYMENT VISA

SKILLS

- Payroll Administration
- Financial Analysis
- Economic Forecasting
- Budgeting and Forecasting
- Cash Flow Management
- Audit Management
- Financial Software Proficiency
- Working Capital Management
- Pricing Strategy
- Human Resource Management
- Training and Development
- HR Software Proficiency

SOFTWARE SKILLS

- QuickBooks
- CIPHERBIZZ
- Docmate
- Microsoft Office

LANGUAGE

- ENGLISH : FLUENT
- MALAYALAM : NATIVE
- HINDI : FLUENT

DECLARATION

I hereby declare that all the information provided in this resume is true to the best of my knowledge and belief.

REFERENCE

Prabin Raj
Operation Manager, Seha Medical Center
+971523257219
Prabinraj.k@gmail.com

- Created and maintained a customer database for tracking potential business opportunities.

Sales and Marketing Intern

Outlook Publishing India Private Limited, Mumbai, India

- Completed a 2-month internship emphasizing process improvement.
- Attained 90% of the sales target set by the company, showcasing strong sales capabilities.
- Conducted research and analysis to support data-driven decision-making and effective problem-solving in operations.
- Collaborated with cross-functional teams to implement streamlined processes, resulting in increase in operational efficiency.
- Assisted in the development and execution of a client engagement strategy, contributing to improved customer satisfaction and retention.

EDUCATION

Master of Business Administration in Finance and Marketing, MG University

Kochi Business School, Cochin Kerala, India | 2020 -2023

Bachelor of Business Administration, Kannur University

Payyanur College, Kannur Kerala, India | 2017-2020

CERTIFICATION

Microsoft Office Specialist – Excel (02/2022-Present)

Certificate of Digital Marketing