

# Adarsh P S

Master Of Business Administration

Optimistic and well esteemed individual seeking for a challenging position to an established corporate organization which will utilize my various skill-set to promote the company's vision and mission for the mutual benefits of the firm and myself.



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📍 Dubai, Dubai, United Arab Emirates

## WORK EXPERIENCE

### HR EXECUTIVE

Westfort Hi Tech Hospital Ltd.

09/2022 - 07/2023

Thrissur, Kerala (India)

#### Achievements/Tasks

- Interviewing and Onboarding.
- Payroll Processing.
- Assist in HR Operations, HR Management, HR Development, HR Policies and Attrition.
- Assist in the orientation presentation for new employees.
- Performance appraisal & Exit interviews.
- Prepare experience letters to ex-employees.

### HR TRAINEE

Westfort Hi Tech Hospital Ltd.

10/2021 - 09/2022

Thrissur, Kerala (India)

#### Achievements/Tasks

- Taking statutory measures like ESI and PF.
- Assist in Payroll processing
- Applicant Tracking , Schedule Interviews and Meetings.
- Assist in preparing monthly HR Report.
- Record Registers, Files and all documents etc.

### ACCOUNTANT

Auto House

02/2018 - 11/2020

Thrissur, Kerala ( India)

#### Achievements/Tasks

- Assist in preparing financial statement & Payroll process.
- Day to Day Cash management.
- Prepare Bank reconciliation.
- Bookkeeping.

### ASSISTANT ACCOUNTANT

Telko Automobiles Marketing Agents.

04/2016 - 12/2017

Thrissur, Kerala, ( India)

#### Achievements/Tasks

- Cash Management.
- Handling petty cash & Cash payments.
- Invoicing & Bookkeeping.
- Prepare Credit & Cash bill.

## EDUCATION

### MBA (HRM)

Bharathiar University

06/2017 - 04/2019

Thrissur, Kerala (India)

### B.COM ( Finance)

University Of Calicut

06/2013 - 04/2016

Thrissur, Kerala (India)

## SKILLS

Communication

Listening

Critical Thinking

Problem Solving

Administrative Skill

Leadership

Time Management

Computer Literate

Flexible

Negotiation

Data Analysis

Respectfulness

Foreign Languages

## SOFTWARES

SAP

Tally

MS Office

## CERTIFICATES

Diploma In Advanced Professional Accounting

KELTRON

Computer Financial Accounting

DSCM Computer Education

## LANGUAGES

English

Native or Bilingual Proficiency

Hindi

Full Professional Proficiency

Malayalam

Native or Bilingual Proficiency

Tamil

Limited Working Proficiency

Sanskrit

Professional Working Proficiency

## INTERESTS

Playing Cricket

Playing Football

Playing Badminton

Playing Volleyball

Watching Movies & Series

Singing