



Hridya. K

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23 13C St. Alquoz 1, Alquoz, Dubai

OBJECTIVE

A hard - working and meticulous MBA, Mcom graduate looking for to join a renowned organization to enhance the skills & knowledge and to work for the growth of the organization

EXPERIENCE

Oct 2022
- Mar
2023

- **Branch Manager**

Motomi Bharat Nidhi Ltd, Ramanattukara, Kerala, India. Financial institution

1. Managed & coordinated daily branch operation including time keeping, supervising evaluations group meetings personal issues between employees, recommended evaluation promotion & discipline of branch employees.
2. Compiled with all HR regulations & laws which affect employees.
3. Supervised, coached & developed staff regarding service expectations, policies, procedures, products.
4. Supervised the day-to-day operational functions of the branch.
5. Prepared staff performance appraisals & disciplinary notices as needed.
6. Recruited trained & mentored staffs on client profiling, conducting sales meeting & closing monthly sales goals.
7. Provided inspiration & leadership to branch staffs daily through one-on-one coaching, morning huddles & end-of-day meeting.

Oct 2021
- Sep
2022

- **Asst. Manager cum Accountant**

Motomi Bharat Nidhi Ltd, Ramanattukara, Kerala, India. Financial Institution

1. Systemic tracking, storing, recording, analysing, summarising and reporting of a company's financial transactions.
2. Participated in team-building activities to enhance.
3. Demonstrated respect, friendliness & willingness to help wherever needed.
4. Prepared & submitted all required payroll reports.
5. Used critical thinking to break down problems, evaluate solutions & make decisions.
6. Perform managerial tasks when the Manager is not present.

June
2018 -
Apr 2021

- **Administrator**

Feroke Co-operative College of Arts and commerce, Kerala, India

1. Reviewing and processing student applications.
2. Conducting admissions interviews or information sessions.
3. Managing academic programs and curriculum.
4. Scheduling classes and coordinating with faculty.
5. Handling academic policies and regulations.

6. Budgeting and financial planning.
7. Managing scholarships and financial aid.
8. Overseeing tuition and fee collection.
9. Managing employee benefits and payroll.
10. Ensuring compliance with labor laws.
11. Maintaining and improving campus facilities.
12. Overseeing security and safety protocols.
13. Reporting to relevant authorities.
14. Preparing, organising and storing information in paper and digital form.
15. Dealing with queries on the phone and by email

EDUCATION

- | | |
|----------------|---|
| 2014-
2016 | • MBA (HRM)
Madras University |
| 2013-
2015 | • Mcom (Finance)
Calicut University |
| 2010 -
2013 | • Bcom (Finance)
Calicut University |
| 2008
-2010 | • Plus two (Commerce)
Board of HSC |
| 2008 | • SSLC
Board of Kerala Public Education |

PROJECTS

- **Consumer satisfaction of APCO TATA, Meenchanda (2012 - 2013)**
- **Employees welfare activities of Standard tile works, Cheruvannur (2014- 2015)**

PERSONAL DETAILS

- Date of Birth : 14/06/1992
- Marital Status : Married
- Nationality : Indian
- Gender : Female
- Father name : Ganesh. K
- Place of birth : Kozhikode
- Visa Status : Spouse visa

LANGUAGES

- English
- Malayalam
- Hindi
- Tamil

SKILLS

- Good communication
 - Interpersonal skills
 - Hard working
 - Ability to cope under pressure

- Decision making ability
- Problem solving
- Willingness to learn new things
- Work ethic

TECHNICAL SKILLS

- - Beacon Pro sesame software
 - Tally
 - Nidhi expert
 - **Ms office(Ms excel, Ms Word)**

ACHIEVEMENTS

- Set exam passed in 2016

STRENGTHS

- Positive personality
Self motivated
Customer service
Honest
Adaptable
Planning skills
Excellent at time management & organization
Great analytical skills
Responsible
Reliable
Proactive
Friendly
Good listening skills
Self - confident

DECLARATION

- I hereby declared that information furnished above is true to the best of my knowledge

Place: Dubai

Date :

Hriday. K