



# Hridya. K

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## 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. Responsible for balancing records & accounts for customers also in charge of general ledgers, accounting transactions & statement reports on a daily basis & reporting daily discrepancies to upper management.
2. Maintained confidentiality of branch records & client privileged information.
3. Monitored performance plans.
4. Ensures that the audit compliance procedures of the branch were followed.
5. Evaluated & improved accuracy & completeness of financial records.
6. Directed & managed all budget & financial accounting transactions.

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. Gathered financial information, prepared financial reports & statements.
3. Reconciled respective general ledger accounts
4. Maintained cash flow by monitoring bank balances & cash requirements.
5. Reviewing financial statements for accuracy
6. Reconciled bank statements monthly
7. Prepared & entered journal entries
8. Management and reporting of financial data of an organization
9. Helped businesses make critical financial decisions by collecting, tracking, and correcting the company's systemic tracking, storing, recording, analysing, summarising and reporting of a company's financial transactions
10. Providing guidance on revenue enhancement, cost reduction and profit maximisation
11. Book keeping
12. Preparing and analysing financial statements like cash flow statement, balance

## sheet and profit and loss statement

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

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

### PROJECTS

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

### PERSONAL DETAILS

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- 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

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- English
- Malayalam
- Hindi

- Tamil

## SKILLS

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- 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

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

## ACHIEVEMENTS

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- Set exam passed in 2016

## STRENGTHS

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- 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

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

Place: Dubai

Date :

Hriday. K