



prinz4757@gmail.com



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Palakkad, Kerala, India

SKILLS

Advanced Excel

Ms Word

Ms PowerPoint

Tally

Outlook

Accounting and
Analytical Skill

LANGUAGES

English
Full Professional Proficiency

Hindi
Limited Working Proficiency

Malayalam
Native or Bilingual Proficiency

Tamil
Full Professional Proficiency

PRINCE P

Human Resource Assistant

Looking forward to work in an organization with a challenging position to expand and utilizes my learning, skills and knowledge.

WORK EXPERIENCE

Human Resource Assistant Asirvad Micro Finance Limited

08/2022 - 08/2023

Thrissur Kerala

Achievements/Tasks

- Planning & monitoring the joining and onboarding of new employees
- Preparation of approval notes such as transfer, promotion, salary, leave related
- Complied and delivered daily joining reports, attrition summaries, and various analytical reports to facilitate informed decision-making by the management team
- Managed end to end background verification process, collaborating with external vendors to ensure accurate and timely results
- Administered and facilitated bonus distribution, managed outstation allowances, and streamlined the final settlement process for employees, ensuring accuracy and compliance with company policies
- I have a solid understanding of PF, ESIC, PT and Tax regulations

Accounts Assistant Welcare Hospital

05/2017 - 09/2019

Palakkad Kerala

Achievements/Tasks

- Prepared itemized statements, bills, or invoices and recorded amounts due for items purchased or services rendered
- Prepared and mailed invoices to customers, processed payments, and documented account updates
- Used accounting software to prepare weekly and monthly financial reports
- Coordinated with external auditors to resolve discrepancies
- Coordinated office supply ordering to avail materials for streamlined operations
- Managed billing processes ensuring accurate and timely invoicing for clients

EDUCATION

B.com With Computer Application University Of Calicut Kerala

06/2013 - 05/2016

83%

Higher Secondary G.H.S.S Kizhakkencherry

06/2011 - 05/2013

72%

Secondary High School G.H.S.S Kizhakkencherry

06/2010 - 05/2011

60%