



# RENJI RAJAN

## HR and Finance Professional

### Career Summary

A creative and proficient individual with an MBA degree having experience in HR and Finance. Seeking opportunity as an entry level professional at an esteemed organization to utilize my knowledge and skills and gain professional experience.

### Work Experience

#### HR RECRUITER- Hiyamee pvt ltd

Jan 2022 -  
Current

- Assisted with recruitment, interviews and hiring.
- Responsible for end to end recruitment life cycle.
- Provided quality services to candidates, clients etc.
- Sourcing from job portals (Naukri, LinkedIn etc), Making job postings on the Job Portal.

#### FINANCIAL ASSOCIATE -Aptara Learning Pvt Ltd, Techno park Trivandrum,India

Jan 2021-  
Jan - 2022

- Assisted the clients in filing the compliance report to the regulators through converting the traditional Input to XBRL Format by tagging the Annual Financial Statement.
- Handling various financial reports and analyzes reports.

#### FINANCIAL ASSOCIATE - RR Donnelley India Outsource Pvt Ltd | Technopark Trivandrum, India

Jan 2020-  
May - 2020

- XBRL financial reporting of US GAAP & IFRS based business financial reporting to the US clients for their SEC filings.

### Educational Background

2017 - 2019

MBA - University of Kerala

Major - HR and Finance (75%)

2013 - 2016

B.Com - University of Kerala

Major - Co operation (56.27%)

### Contact

+971561069104

renjirais1995@gmail.com

Dubai,UAE (Visit Visa)

### Certifications

#### SAP S/4 HANA FINANCE- FINANCIAL ACCOUNTING (Feb 24- June 24)

FI-GL Accounting  
Accounts payable  
Accounts receivable  
Assets Accounting  
Tax: GST  
Financial statement version

#### UAE ACCOUNTING & TAXATION CCA ( Tally + MS Office )

### Skills

Management Skills

Negotiation

Customer service

Client handling

XBRL, Tally

Financial Reporting

SAP

### Professional Training

#### Effectiveness of Recruitment and Selection Process

Comp: Amphenol FCI, Vyttila, India  
Research focused on recruitment efficiency

Explored effectiveness of recruitment and selection process