

RESHMI KRISHNAKUMAR

ACCOUNTS ASSISTANT / ADMIN EXECUTIVE

Admin cum operations professional with 7
year experience in UAE as well as in India .
Holding a masters in commerce



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AI Nahda Shrajah UAE

WORK EXPERIENCE

Mashreeq Bank Dubai

KYC Officer

Nov 2021 – Until now

- A summary of the main tasks and responsibilities of the KYC Officer are as follows:
- Collecting, validating, verifying, analyzing and processing of KYC documentation.
- Maintaining the electronic client records in line with the KYC documentation.
- Following-up with relevant team on required documentation.
- Ingesting and indexing of documents.
- Performing various administrative tasks within the applications.
- Liaising with various internal senior relationship managers.
- Responding timely and professionally to emails or telephone queries.
- Timely reporting and escalation to the Account Manager.
- Performing tasks accurately and in time conform policies, procedures and guidelines

Universal Pack –Sharjah FZE

ACCOUNTS ASSISTANT CUM ADMIN

Jun 2017 – Aug 2018

- Responsible for managing and the reporting of financial information
- Examining bank statements and reconciling them with general ledger entries
- Examining expenses submitted by employees
- Keeping an eye on incoming payments from accounts receivable and outgoing payments from accounts payable
- Examining the proficiency of the software programs used to organize data

Taj Al Tariq-Sharjah

ACCOUNTS ASSISTANT CUM ADMIN

Apr 2015 – Apr 2016

Responsible for managing and the reporting of financial information

- Manage all accounting transactions.
- Publish financial statements in time.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.

PERSONAL SUMMARY

A competent and organised individual who is able to work as part of a team and manage several priorities at any one time. Reshmi has a positive attitude, strong work ethic, and a keen desire to learn and grow within a firm. She possesses superb communications skills, and always treats people with respect and according to their individual needs. As a dedicated professional she fully understands the importance of the HR department to any organisation, and therefore aims to make any office she works in as effective and efficient as possible. She has extensive experience of working in commercially focussed organisations, and fully understands the pressures of achieving targets and accurately assessing job applicants according to their ability.

AREAS OF EXPERTISE

HR processes & systems, Accepting resignations, Business Administration, Recruitment methodologies, Answering queries ,Document management, Equal opportunities, Absence management, Calendar management, Pre-screening, Short-listing candidates

PERSONAL SKILLS

- | | |
|--------------------------|---------------------------|
| ▪ Competitive | ▪ Tactful & articulate |
| ▪ Deadline led | ▪ Problem solving |
| ▪ Energetic | ▪ Quick thinking |
| ▪ Time management | ▪ Team player |
| ▪ Decision-making | ▪ Conflict resolution |
| ▪ Attention to detail | ▪ Professional mannerisms |
| ▪ Excellent communicator | ▪ Integrity |

Company Office – Brahmins Food India
Pvt Ltd HR ASSISTANT Jan 2014-Sep 2014

Responsible for the full employee life cycle from recruitment, and for providing full administrative support to the HR Managers and Officers. Also involved in the day to day-to-day running of the HR office.

- Ensuring the department complies with all recruitment Policies, Laws, and Regulations.
- Putting together new employee starter packs.
- Setting up, monitoring and then tracking employee probationary periods.
- Carrying out background and reference checks on prospective employees.
- Acting as the first point of contact for anyone enquiring about a vacancy.
- Maintenance of the HR records and systems.
- Keeping track of any employee anniversaries and awards they are due.
- Developing reports for senior HR Officers on staff sick leave, absences and holiday leave.
- Screening phone calls, emails, letters and personal visits.
- Interpreting and clarifying the companies HR policies & practices.

Bhima Gold and Gems Ltd – Kerala, India HR
ASSISTANT May 12 - Oct 13

Was responsible for providing a first class proactive administrative HR support service to colleagues in the Human Resource department. Also involved in providing assistance in the recruitment and hiring process.

- Arranged pre-employment medical examinations. Processed payroll information in a accurate and timely manner.
- Updated and maintained staff bulletin boards & newsletter.
- Filed electronic and hard copy documents.
- Monitored the HR departments general expenditure.
- Made travel arrangements & organised accommodation for senior managers.
- Followed up on all outstanding issues.
- Handled all employee for time off requests and grievances

Corporate bank India
Clerk 2009 Feb to 2010 Oct

- Responsible for management of day to day operations of the branch
- personal data updation
- Processing the new account opening forms
- process loan and mortgage applications and payments, term deposits and money orders.

ACADEMIC QUALIFICATIONS

- MG University , Kerala , India, 2006 - 2008 MHRM-Master of Human Resource Management
- MG University , Kerala , India, 2002 - 2005 BBM – Business Management

IT SKILLS

- Tally ERP 9
- MS Office Excel
- MS Office Word
- MS Office
- Power Point
- Internet Browsers Chrome, Google, Firefox, Mozilla Etc
- Emails Gmail, Outlook, Yahoo, Etc. Other Basic Knowledge

CAREER STATEMENT

"I feel that my greatest strengths are firstly my strong commitment to providing a professional service to fellow colleagues. Secondly my skill at developing and maintaining a close working relationships with people from all social backgrounds, which in turn helps me to gain a in-depth understanding of their individual needs. Thirdly my real passion for the HR field as a whole, an obsession which allows me to spot trends and develop best practise processes."