

SIJI JOSE

HR & ACCOUNTS ASSISTANT

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SKILLS

- Management skills
- Problem Solving
- Decision Making
- Teamwork
- Communication
- Teamwork
- MS Word, MS Excel
- Time Management
- Flexibility

EDUCATION

MBA (HR & FINANCE) 2021-23

APJ Abdul Kalam Technological University

B.Com Finance (2018-21)

Kerala University

CERTIFICATIONS

- Tally
- Lean Business Analyst
- Training of Trainers

LANGUAGES

English
Malayalam
Hindi
Kannada

SUMMARY

I am a highly driven MBA graduate specialized in Finance and HR seeking a full-time position in finance where I can lend my knowledge and highly passionate for learning new business concept, ideas, techniques aim to reach the height in my career. To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

WORK EXPERIENCE

ACCOUNTS & HR ASSISTANT

Hoskote Mission & Medical Centre, Karnataka

13/11/2023- 18/02/2025

- Maintaining accurate employee files, including personal details, employment history, leave records, and performance evaluations.
- Managed office operations, ensuring smooth day-to-day activities.
- Maintained accurate records, files and vouchers.
- Preparing payroll data, calculating deductions, and ensuring timely payment.
- Provides payroll information by collecting time and attendance records.
- Submits employee data reports by assembling, preparing, and analyzing data.

INTERNSHIP | EBENEZER HOSPITAL, KERALA

- Assisted HR manager in performance evaluation, tracking employee progress and conducted research on various HR topics.
- Supported the Administrator with various projects and tasks. Clerical duties. Assist and contribute team.
- Performing research, purchase entry and billing.
- Coordinated team projects and collaborated with colleagues.
- Prepared and distributed reports, documents and hospital billing.
- Answering employee questions about benefits plans, processing enrollment changes, and maintaining benefit records.
- Organized electronic and physical files, ensuring easy access.
- Maintained a clean, organized and secure work environment.

PROJECTS

The effect of Grievance Handling System in Alleppey Cooperative Spinning Mills Ltd.

Behavioural transition of Banking customers in digital era.

Visa Status : Visit

Date of Birth : 05/06/2001

Marital Status : Single

Gender : Female