**NEETHU GOPI PASSPORT NO: J0005739**

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **OBJECTIVE \_\_\_\_\_\_\_\_\_\_\_**

*Seeking to work in a challenging environment and grow with the company to achieve its goal and get additional knowledge. To become a result oriented professional by utilizing the opportunities and make noticeable contribution in my area* of *proficiency.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**KEY SKILLS \_\_\_\_\_\_\_\_\_\_\_\_\_**

* Analytical and problem solving skills.
* Knowledge of handling accounting system and HR management
* Excellent ability to sort, check, count and verify numbers.
* Good organizational skills
* Effective Time Management
* Team Leadership
* Good skill to handle both Clients and customers

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **EXPERIENCE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BISMI OVERSEAS SOLUTIONS**  SEP 2019-MAR 2020

*HR RECRUITMENT SPECIALIST*

* + Streamlined recruitment and hiring processes.
  + Coordinated interview scheduling, background checks, physicals, drug screening, and reference checks for the hiring of employees on behalf of clients.
  + Created and managed employee database.
  + Assist finance department in payroll activities.
  + Strong organisation and communication skills.

**BISMI TOURS & TRAVELS** JAN 2018 - AUG 2019

*HR CUM ADMIN EXECUTIVE*

* + Fielding telephone calls, receiving and direct enquiries to the relevant team personnel.
  + Responsible for office projects and tasks.
  + Assisting employer in all clerical work.
  + Preparing letters, reports and emails.
  + Assist in executive travel arrangements.
  + Develop and carry out efficient documentation and filing system for both paper and electronic records.
  + Delegate task as appropriate to other members of the team.

**MEDHA HR CONSULTANTS**  OCT 2016-NOV 2017

*HR EXECUTIVE CUM RECRUITER*

* + Developed job success profiles to align talent with the job requirements to aid my clients' recruitment and selection processes. Supported client(s) in their talent management efforts.
  + Interacted with the client to understand and gather requirements for enhancements, analysed the need and proposed solutions.
  + Streamlined recruitment and hiring processes.
  + Coordinated interview scheduling, background checks, physicals, drug screening, and reference checks for the hiring of employees on behalf of clients.
  + Created and managed employee database.
  + Works as an active member of on-going projects that are important to processes and company improvement.
  + Played active role in the hiring process and developing training programs for honing skills of employees.
  + Streamlined reporting process/procedures reducing processing time by 50%.
  + Updated to ensure accuracy of all job descriptions across all company employees.
  + Prepared weekly confidential reports to management.
  + Managed the internal and external mail functions.

**FIRSTRING LTD SEPT 2014-SEPT 2016**

*HR TEAM LEAD*

* Assist Manager with development and implementation of staffing and training.
* Assisted the HR Manager in the development and revision and updating of Human Resources policies and procedures.
* Counselled and guided employees and management on various performance issues.
* Monitored and oversaw employee disciplinary program and ensured compliance to policies and procedures as well as to the federal, state and local employment laws
* Developed and implemented special incentive programs to motivate employees in completing assigned tasks
* Maintained a high quality environment for both employees and customers.
* Coordinated with external and internal legal counsel on employment related matters.
* Resolves problems or questions concerning employee relations and HR-related investigations.
* Provides recruitment duties: Sourcing candidates, pre-screens, coordinates pre-employment testing, drafts job offer letters and withdrawals, and conducts new hire orientation.
* Develops training support tools such as computer based training and power point presentations.
* Recruiting (job fairs, online) .

**FIRSTRING GLOBAL ONLINE TUITION FEB 2014- AUG 2014**

*ONLINE TUTOR*

* Dealt with needs assessment and question solving according to student needs.
* Convey material to students in an easy and understandable manner
* Provided video tutoring using online platform to students.
* Provided tutoring instruction in commerce to students K-12.
* Have acquired a great knowledge in WIZIQ virtual classroom software and able to handle students from around the world.

**ACS, Xerox Company NOV 2011-DEC 2013**

*FINANCE ASSOCIATE*

* + Uploading bank statements into SAP. Customer allocations with remittances.
  + Customer clearing & vendor Payments
  + Cheque allocation
  + Direct debit & standing order bookings.
  + Clearing payments relating to pension funds.
  + Bank Reconciliation & Cash Analysis.
  + Keeping the records of daily financial transactions and analysing the financial aspects.
  + Receiving payments from clients and posting entry details accurately in the software.
  + Balancing, documenting, and reconciling payments differences.
  + Requesting and filing bank statements from bank in the company's system.
  + Compiling journal entries and assisting in financial statement preparation
  + Developing, suggesting, and initiating effective cash application policies and systems
  + Interacting with internal departments and resolving cash applications concerns.
  + Posted customers' payments in timely and perfect manner
  + Provided professional services to customers related to their accounts
  + Clear the invoices and followed up for payment.
  + Perform process analysis, and communicated recommendations to management
  + Process journal entries and perform corrections to ensure accurate records.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **EDUCATION**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MBA - Kuttukaran Institute for Human Resource & Development 2011-2013**

**BCOM - Mahatma Gandhi University 2007-2010**

**OF NOTE/TECHNOLOGY PROFICIENCIES**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• Underwent “FEEL Employable” Learning and Development Intervention – AIM INSIGHTS, The HRD group, Mangalore – Karnataka.

• Underwent a certificate course in "Computerised Accounting - Tally"

• Underwent a certificate course in “ANIMATION”.

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