



SREELEKHA S

HUMAN RESOURCE ADMINISTRATOR
& ACCOUNTANT

CONTACT

- Dubai, UAE
- +971 52 935 1362
- Sreelekhas308@gmail.com

PASSPORT DETAILS

Passport No : R1120083
Date of Issue : 22/05/2017
Date of Expiry : 21/05/2027
Place of Issue : Trivandrum

VISA DETAILS

VISA duration : 90 days
Visa type : visit
Entry date : 05/Aug/2022
Location : Abu Dhabi

HARD SKILLS

Account Reconciliation	● ● ● ● ●
Accounting IT Skills	● ● ● ● ●
Financial Statements	● ● ● ● ●
Asset Management	● ● ● ● ●
Payroll	● ● ● ● ●
Profit and loss	● ● ● ● ●

SOFT SKILLS

- > Critical Thinking
- > Business Knowledge
- > Interpersonal Skills
- > Communication
- > Time Management

LANGUAGE

- > English
- > Malayalam
- > Arabic (beginner)
- > Hindi
- > Tamil



ABOUT ME

Human resource administrator and accountant with practical understanding of business needs. Highly effective at incorporating creative leadership skills to achieve business objectives. Directs projects that improve efficiency while meeting deadlines and budget requirements



EDUCATION

> MASTER OF BUSINESS ADMINISTRATION (MBA)

Madurai Kamaraj University 2016-2018

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BACHELOR OF BUSINESS ADMINISTRATION (BBA)

M.G University 2012 - 2015



EXPERIENCE

> HUMAN RESOURCE ADMINISTRATOR & ACCOUNTANT

Web Design Company: "Yahweh Touch group of Companies" 2019
Ernakulam, Kerala, India

> HUMAN RESOURCE ADMINISTRATOR ASSISTANT

Azeezia Medical College Sep 2016 - May 2017
Kollam, Kerala, India

> JUNIOR ACCOUNTANT

Glam cosmetics trading 2017 - 2018
Kollam, Kerala, India

PROJECT

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SAFETY OF EMPLOYEES

Greenland Paper Mills Pvt Ltd
Kummalloor, Kollam, Kerala, India

ACCOMPLISHMENTS

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Achieved financial gain

>

Saved the company from spending money

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Built and maintained strong client relationships

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Advised clients on important issues like tax liabilities or fund security

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge and belief.