



SUCHITHRA VENI.S

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HR CUM ADMIN OFFICER

PROFILE

Driven HR & Admin Officer with 3 years of experience in management of admin functions and recruitment processing with a strong accounting background. An inspiring and conscientious team player, with a strong background in team development and a solid reputation for assessing business needs, developing cost-saving solutions, formulating and implementing business policies for functions involved.

Value Offered /Core Competency

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| • Monthly Reports | • Payroll processing |
| • Procurement Administrator duties | • Assisting in Internal & Statutory Audit |
| • Forming and maintaining employee records | • Visa processing and Medical Insurance |
| • Reviewing and renewing company policies and legal compliance | • Final settlement and leave salary calculation |
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WORK EXPERIENCE

VELOCITY SCHOOL BUSES TRANSPORTATION (April 2018 > January 2021)

Designation: HR & Admin Officer

Key Responsibilities:

- Assisted in planning and formulating systems and devise ways to streamline processes and ensure department functioning is in line with laid down policies.
- Procurement of items and services which involves liaising with various vendors, collecting quotations, preparing vendor comparisons, placing purchase orders in line with the organization's budgetary limits, ensuring timely delivery and quality of product or service delivered.
- Visa processing of recruited staff which involves preparation of job offer letter, labour contract, visa stamping, enabling medical insurance and other related functions.
- Oversee facilities services, maintenance activities and trades persons and timely payment for services such as utility bills.
- Maintaining records of company assets and preparation of asset transfer notes for company assets that are deployed on site. Ensure compliance with regulatory framework which involves staff medical insurance, renewing of licenses, permits and other regulatory requirement.
- Assisted in various audits such as ISO audit, greenhouse audit and participated in various safety and compliance courses held by various agencies.
- Recruitment of office and support staff, conducting interviews, screening applicants and recruitment based on company requirements.
- Monthly payroll processing of 600+ employees which involves reviewing their attendance records and overtime work, preparing SIF records and ensuring salary is routed through WPS, as required by the statute.

Nettos Exporting and Importing Company (March 2016 < November 2017)
Designation: Junior Accountant

Key Responsibilities:

- Maintaining petty cash, proper entry making and daily closing of cash records.
- Preparing sales invoice, timely submission to customers, maintaining schedule of receivables and follow up for collections.
- Accounting purchases and expenses maintain payable records and preparing cheques against payments to vendors.
- Maintaining a healthy communication with Dealers on payments.

EDUCATIONAL

- MASTER OF COMMERCE (2017) - Sree Narayana College of Technology (University of Kerala)
- BACHELOR OF COMMERCE (2015) - Chapter College (University of Kerala)
- CLASS 12(ISC) (2012) - Mount Carmel Convent School
- CLASS 10(ICSE) (2010) - Mount Carmel Convent School

SKILLS

- Effective Communication
- Software Proficiency (Sage, Tally ERP, Microsoft Office)
- Time Management
- Deadline - Oriented
- Active learning
- Team Player

PERSONAL DETAILS

Father's Name : Venu Kumar
Date of Birth : 21-Sep-1994
Marital status : Single
Nationality : Indian
Passport No : R5993717
Languages : English and Malayalam
Visa Status : Visit Visa