



## Sandhya S Nair

Admin Associate

### Contact

#### Address

Dubai, DU

#### Phone

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### Skills

New employee onboarding

HRIS database  
management

Project Management

Pre-Employment Screening

Recruitment

File and records  
management

Training and mentoring

Exit Interviews

Wages and salary

Successful Admin Assistant with background completing various administrative support and general human resources duties. Reliable with well-rounded skills to aid department coordination. Talented at applying wide knowledge of policies and procedures for compliance.

### Work History

2021-11 -  
Current

#### Admin Assistant

##### ***Ever shine Project Management Services, Dubai***

- Maintained employee data and kept updated accounts of all employment records.
- Assisted in recruiting and training of new employees for the open positions.
- Administered payroll information, compensation materials, and benefits programs.
- Compiling and updating employee records (hard and soft copies).
- Providing clerical and administrative support to Human Resources executives.
- Mentored employees through professional issues.

2017-08 -  
2017-12

#### Admin Assistant

##### ***Abhilash Footwear Pvt Ltd (Wholesale Dealer of Paragon Footwear Industries), India Kochi, Kerala***

- Receiving and processing all invoices, expense forms and requests for payment.
- Preparing cheques for payment.
- Management of petty cash.
- Balance sheet analysis and reconciliation.
- Cashbook reconciliations.
- Compiling and updating employee records (hard and soft copies)
- Providing clerical and administrative support to Human Resources executives

2017-01 -  
2017-07

#### Admin Assistant

##### ***Manappuram Finance Limited, India Kochi, Kerala***

- Carrying out general administration duties such as setting up new supplier accounts, updating bank details and scanning invoices.
- Cash collection, Financial statement analysis.
- Deal with employee requests regarding human resources issues, rules, and regulations Preparing

MS Office

HR & Payroll Systems

## Languages

English

Hindi

Malayalam

statements from scratch and Conduct initial orientation to newly hired employees.

- Contacting customers or suppliers to discuss outstanding payments or credits.
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
- Checking out the travelling expense claim forms submitted by members of staff.
- Processing all expense claim forms and requests for payments.

## Education

2013-08 -  
2015-10

### Master of Business Administration

- Mahatma Gandhi University Kerala, India
- Majored in Finance and Human Resource
- First Class (63 %)

2009-06 -  
2012-03

### Bachelor of Science

- Majored in Chemistry
- Distinction (80.5 %)

2012-04 -  
2012-10

### Diploma in Computerized Financial Management

- Majored in Tally ERP, Accounting, E-Commerce
- Distinction (80 %)

## Training

- Participated in a one-week training program based on computer technology entitled as 'Career oriented Add on the program 'conducted by The Career Orientation Council for the University Grants Commission, MG University.
- Participants in one day workshop entitled 'The Brave New World of the Entrepreneur' conducted by Kerala Financial Corporation.

## Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.  
(Sandhya S Nair)