

NEENA K S

About Me

Being committed team player want to be a part of renewed organization, to contribute towards the growth of the organization based on my skills and to further my personal capabilities by learning from the new exposure with the structured frame work of the organization.

Experience

2022_ Currently working

- **TALLY SOLUTION PVT. LTD.** <https://www.indiamart.com/tally-point/profile.html>
- **INDIAMART INTERMESH- HR Administrator**
Help manage and prepare different human resources documents, help employees with issues that arise, facilitate employee on boarding and training, and may even help with payroll.

2021_2022

- **WENL NIDHI Ltd- Assistant Accountant**
Preparing the monthly profit and loss, and balance sheet reports, Tax reporting and inventory processing, Collecting and analyzing data, which is then used in the preparation of weekly and monthly estimates, Preparing weekly cash flow statements, and controlling expenditure and cash flow, Conducting internal audits such as wage reviews, Managing and training staff when necessary.

2020_2021

- **HDFC BANK- Insurance Executive**
Schedules client meetings, Performs follow-up calls as needed, Advises on insurance coverage, Conducts periodic policy reviews, Prepares insurance proposals, Completes requirements and submits to underwriters.

2019_2020

- **SUPER VALUE SUPERMARKET- Cashier**
Processing payments, issuing receipts, Greeting customers and helping them with any questions they may have.

2018_2019

- **VIDHYA GLOBAL ACADEMY- Learning Support Assistant**
Provide support for individual students inside and outside the classroom to enable them to fully participate in activities.

Educational Qualifications

- BHARATHIAR UNIVERSITY - **MBA** in Human Resource Management
- Calicut University - **B.Com** with Finance
- **HSE - PLUS TWO** Commerce
- **SSLC** - BOARD OF PUBLIC EXAMINATION, Kerala

Declaration

I hereby declare that the details furnished above are true and correct

NEENA KS



Contact

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✉ neenabajish96@gmail.com

Dibba, AL FUJAIRAH

Personal Details

Father's Name : Sivadas
DOB : 04/05/1996
Sex : Female
Nationality : Indian
MaritalStatus : Married

Passport Details

PassportNo : Y7293154
Dateof Issue : 25/07/2023
Place of Issue : Cochin
Dateof Expiry : 24/07/2033

Languages Known

- Malayalam
- English
- Hindi

Skills

- **ACCOUNTING**
ManualAccounting,TallyERP9.0, Peachtree8.0,DacEasy, Wings, TataEX, Quick Books
- **GRAPHICDESIGNING**
AdobePhotoshopCS3,AdobeIllustrator CS3, CorelDraw Adobe in Design
- **MICROSOFTOFFICE**
Word, Excel, PowerPoint
- **TECHNICALPROFICIENCY**
Hardware and Networking