



✉ rimcym@gmail.com

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📍 Al Khail Gate  
Al Quoz

## TECHNICAL SKILLS

Ms-office	● ● ● ● ●
Tally ERP-9	● ● ● ● ●
SQL	● ● ● ● ●
C++	● ● ● ● ●
Ms Excel	● ● ● ● ●

## INTERESTS

Traveling to new places  
Passion For Singing  
Volunteer work  
Tree- Planting

## PERSONAL STRENGTHS

My Strength are Helping others,  
Take Initiative to work  
independently and Hardworking.

# RIMCY M YOHANNAN

Accounts & Human Resource



## CAREER OBJECTIVE

A Young and dynamic professional with relevant expertise. Currently Seeking an opportunity in a reputed firm in a capacity wherein I have an opportunity to step up my career in terms of professional growth.



## EXPERIENCE

### Government Sector

Accounts & Human Resource

14/11/2023 - Continuing

Maintain employee records according to policy and legal requirements, boosting the organization's credibility.

Supporting the development and implementation of HR initiatives and systems.

Providing Counseling on policies and procedures.

Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process .

Organize and prepare for meetings, including gathering documents and attending of logistics of meeting.

Create and implement effective onboarding plans.

Review employment and working conditions to ensure legal compliance.

Prioritize emails and respond when necessary.

### Ray Engineering Pvt Ltd

Accountant

01/03/2021 - 25/10/2022

-Prepare day -to -day accounts.

- Posting and processing all journal entries.

- Updating accounts receivables & issue Invoices.

-Analyze financial information and summarize financial status.

- Updating accounts payables & Perform reconvilations.

- Audit financial transactions and documents.

- Manage balance sheets and Profit / loss Statements

- Manage all accounting transactions.
- Handle monthly, Quarterly and annual closings.

### **Learnovate E-commerce**

Finance Analyst

12/10/2020 - 12/11/2020

- Update daily cash position through analysis, investigation.
- Awarded best employee of the week.
- Review financial statements, complete cost and revenue analysis.

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## **EDUCATION**

### **MACFAST Thiruvalla**

MBA (Finance & HR)

65%

2021

### **St Mary's College for women, Thiruvalla**

BCOM

65%

2019

### **Devasom Board Higher Secondary school, Thiruvalla**

12th

66%

2016

### **Sree Bhuvaneshwari Higher Secondary school, Mannar**

10th

86%

2014



## **ACHIEVEMENTS & AWARDS**

- Best Employee of the week in Learnovate E-commerce.
- Attended two days of Outbound Experiential Learning Program at Leap Academy, Coimbatore.
- Award online certificate courses 1) Google Academy. 2) UC San Diego
- Volunteer of Macfiesta 2019 The National Level Feast at MACFAST College, Thiruvalla.
- National Service Scheme (NSS) volunteer



## ACTIVITIES

- Attended Outbound Experiential Learning Program at Leap Acader
- Volunteer of Macfiesta 2019 The National Level Fest at MACFAST
- National Service scheme (NSS) volunteer



## PERSONAL PROFILE

Date of Birth : 20/02/1998

Marital Status : Married

Nationality : Indian

Known Languages : English, Malayalam ,Tamil ,Hindi

Hobby : Traveling to new places, A passion for singing

Passport : Yes

Visa Status : Visit Visa



## DECLARATION

I do hereby declare that, all the details mentioned above is true to t abilities.

Date : 01/07/2023

Place : Al Quoz

**RIMCY M YOHANI**