

RIYANA SHIRIN A K

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Dubai, United Arab Emirates

PROFESSIONAL SUMMARY

Results-driven professional with 3 years of experience in HR and Administration, and 1 year in accounting. Skilled in managing administrative functions, implementing HR policies, and maintaining accurate financial records. Proficient in accounting software, data entry, financial reconciliation, and report generation. Proven ability to efficiently handle multiple responsibilities, streamline processes, and ensure compliance with organizational standards.

PROFESSIONAL EXPERIENCE

- **Swiss Infra Ventures OPC Pvt. Ltd, Kerala, India**
HR Executive **August'2022-November'2024**
 - Managed recruitment processes, including job postings, candidate screening, and interview coordination, while fostering a positive work culture and driving employee engagement initiatives.
 - Coordinated staff training sessions and workshops, evaluated employee performance, and addressed employee concerns and grievances in a timely manner.
 - Handled payroll management, resolved payroll discrepancies, verified expenses, and provided administrative support to HR, ensuring accurate record maintenance and smooth office operations.
 - Entered and updated data into databases, spreadsheets, and software systems, ensuring accuracy in employee records, payroll, and financial documentation.
- **National Huda Central School, Kerala, India**
Administration Assistant **April'2021-September'2021**
 - Coordinated internal meetings, handled phone calls and emails, ensuring timely and effective communication across teams.
 - Created detailed reports and spreadsheets using MS Office programs, supporting data-driven decision-making.
 - Maintained accurate student records, managed admission procedures, and organized physical/electronic files to ensure easy retrieval and confidentiality.
- **Right Angle Builders & Developers, Kerala, India**
Accountant **January'2020-February'2021**
 - Managed billing, document printing, and ensured safekeeping of PDC cheques and financial documents.
 - Performed data entry in Tally ERP.9, ensuring accuracy in financial records and reporting.
 - Reconciled bank statements, suppliers, and branch accounts, ensuring consistency and accuracy.
 - Efficiently handled accounts payable and receivable processes, maintaining proper financial flow.
 - Prepared monthly financial statements and calculated/processes monthly payroll. Managed petty cash, processed financial documents, and prepared customer quotations based on inquiries.

EDUCATION

- **Master of Business Administration**- Bharathiar University of Distance Education- Pursuing
Specialization-Human Resource Management
- **International Diploma in Masters Accounting**-National Centre for Labour and Learning-2018
- **Bachelor of Business Administration**- University of Calicut-2018
Specialization-Finance



Technical Skills

- Tally ERP.9
- MS Office
- Google Workspace
- Data Entry
- Social Media Management

Soft Skills

- Effective Communication
- Leadership
- Time Management
- Problem Solving
- Initiative
- Team Building
- Decision Making
- Prioritization
- Multi-Tasking
- Organizing
- Flexible and Adaptable

Languages Known

- English
- Hindi
- Malayalam

Certifications

- Certification in MS Office
- Certification in Human Resource Administration

Achievements

Best Employee of the Month, Swiss Infra Ventures OPC Private Limited, September 2024