

# Meharban P

**Nationality:** Indian  
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## Profile

Detail-oriented and results-driven HR and Finance professional with a dual specialization in MBA – Human Resource and Finance. Bringing hands-on experience in HR administration, payroll, accounting operations, and ERP systems. Eager to contribute analytical and organizational strengths to a dynamic organization, aiming to support strategic HR initiatives and financial processes while enhancing overall productivity and compliance.

## Work Experience

02/2020 – 01/2022 UAE	<b>Accountant   ADMAC LLC   Abu Dhabi</b> <ul style="list-style-type: none"><li>Analyzed balance sheet accounts and posted monthly journal entries</li><li>Maintained and updated financial records ensuring proper classification and timely recording</li><li>Supported cost accounting processes through ERP software systems</li><li>Performed reconciliation and monitored accounts to ensure accuracy and compliance</li><li>Reviewed client transactions and assisted in audit preparations</li></ul>
01/2019 – 11/2020 India	<b>HR Assistant   Roo Cab LLP, Kannur   Kerala</b> <ul style="list-style-type: none"><li>Managed employee records and supported payroll processing and leave management</li><li>Assisted with job postings, interview scheduling, and candidate coordination</li><li>Provided administrative support for meetings and employee engagement activities</li><li>Maintained confidentiality in handling HR documentation and performance records</li><li>Reviewed employee feedback and recommended enhancements to HR practices</li></ul>

## Education

- Master of Business Administration (MBA)** – HR & Finance | Visvesvaraya Technological University, Karnataka, India – 2024
- Bachelor of Business Administration (BBA)** – Management and Administration | Kannur University, Kerala, India – 2018

## Certifications

- Human Resource Training Bundle – Infosys Ltd., August 2024
- Conflict Management in Organizations – Infosys Ltd., August 2024
- International Marketing – Infosys Ltd., August 2024
- Merger & Acquisition Tutorial – Infosys Ltd., August 2024
- Currency Derivatives – Infosys Ltd., August 2024

## Project

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### Work-Life Balance Among the Employees at Acube Infotech LLC | Dubai

Conducted a study to identify factors affecting employee satisfaction and engagement. The project emphasized the importance of employee motivation, productivity, and workplace culture in organizational success.

## Core Competencies & Skills

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- **Payroll administration** – Experienced in managing payroll processing and employee compensation accurately.
- **Financial reporting** – Skilled in preparing and analyzing financial statements, journals, and reports.
- **HR operations** – Proficient in handling employee documentation, onboarding, and recruitment support.
- **ERP and accounting software** – Hands-on with ERP systems, Zoho Books, Tally, QuickBooks, and similar platforms.
- **General ledger management** – Capable of maintaining and reconciling general ledger accounts.
- **MS Office and reporting tools** – Strong knowledge of Excel, Word, PowerPoint, and Power BI for business reporting.
- **HRIS and data entry** – Efficient in updating HRIS platforms with accurate employee and payroll information.
- **Budgeting and forecasting** – Supports financial planning through data analysis and variance tracking.
- **Recruitment coordination** – Experienced in scheduling interviews and maintaining applicant records.
- **Compliance and audit support** – Ensures HR and finance records meet audit and regulatory requirements.
- **Email and business communication** – Skilled in handling official correspondence and stakeholder engagement.
- **Organizational skills** – Attention to detail in managing records and multitasking across HR and accounting tasks.
- **Task management** – Able to prioritize and execute multiple responsibilities independently.
- **Technical adaptability** – Quick to learn and apply new tools and systems for HR and finance operations.

## Languages

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- English | Malayalam | Hindi

## References

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- **Arif Abubacker** | Finance Manager  
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