



AKASH S

Dubai, United Arab Emirates | 0563866445

akashsiva555@gmail.com | www.linkedin.com/in/akash-s-080866228

Professional Summary

Motivated and detail-oriented professional with 3 years of experience, including 2 years in HR handling recruitment, employee relations, and 1 year in accounts managing financial records, reconciliations, and reporting. Adept at streamlining processes, ensuring compliance with regulations, and fostering positive workplace environments. Proven ability to manage multi-functional responsibilities effectively and contribute to organizational success.

Work Experience

HR Associate, STRADA (Formerly Alight Solutions)

01/2023 - 03/2025

- Managed full employee lifecycle (recruitment, onboarding, performance management, and termination), ensuring compliance with HR policies, legal regulations, and labor laws.
- Drafted, reviewed, and distributed HR documentation such as employment contracts, variation letters, and termination notices, ensuring accuracy and legal compliance.
- Maintained confidential employee records in adherence to data protection regulations. Ensuring all information was secure and compliant with organizational standards.
- Coordinated mass recruitment efforts, ensuring efficient and effective hiring processes.
- Conducted thorough reviews of candidate applications and resumes against predetermined screening criteria, ensuring objective and consistent evaluation of candidate qualifications.
- Participation and understanding of payroll system updates and testing process.
- Tracked and analyzed recruitment metrics, identifying areas for process improvement and optimizing recruitment strategies.
- Responsible for ensuring that all service level agreements (SLAs) are met by closely monitoring performance metrics, addressing any issues that may arise, and proactively implementing improvements to maintain optimal service delivery.
- Handle the ticket & events raised by the employee and find the solution.
- Processed employee rehires, transfers, terminations and withholdings. Coordinated and scheduled interviews, collaborating with hiring managers to streamline the recruitment process and ensure timely hiring.

Accounts Intern, Alight Solutions

12/2021 – 03/2022

- Validating of year end taxation process of companies.
- Assist with filing, data entry, recording and maintaining.
- Perform daily accounting tasks such as invoicing, account receivables/payable, and bank reconciliations.
- Check financial documents and journal entries of accuracy.
- Issue invoices to customers and external partners as needed.
- Assist in tax filling return.
- Monitor accounts to ensure payments up to date.

Assistant Accountant, Ocean Dreams Marine Services

01/2020 – 02/2021

- Managed daily bookkeeping tasks, including journal entries and ledger maintenance.
- Performed month-end close procedures such as journal entries and reconciliations.
- Assisted in preparation of monthly financial statements and management accounts.
- Supported accounts payable and accounts receivable functions.
- Support month-end closing activities, preparing and providing necessary documentation for audits.
- Prepare bank reconciliation statements, ensuring accuracy and completeness.
- Assist with the preparation and filing of tax returns in compliance with relevant regulations.

Education

Masters of Business Administration in Finance (Pursuing)

Indira Gandhi National Open University.

CMA USA (Pursuing)

Logic School of management

Bachelor of Commerce in Computer Application

Kerala University, Kerala, India 7/2016-4/2019

Skills

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|----------------------|----------------|
| • Microsoft Excel | • Workday |
| • Tally Prime/ ERP 9 | • Service Snow |
| • Workday Sandbox | • DocuSign |
| • HR Assist | • Upoint |
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Certifications

- Microsoft office specialist.
 - Skill Training Employability Program.
 - Tally Prime/ ERP 9.
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Achievements

- Received Recognition Shine Award for Be Alight Illuminate Award – Q2-2023.
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Languages

- English
- Malayalam
- Hindi