



Babyrosaliya.A

HR cum Accounts and Office Admin

babyrosaliya@gmail.com 

9600447114 

Coimbatore-641006 

SUMMARY

HR cum Accounts and Office Admin with 3 years 8 months of experience managing office operations in fast paced, deadline driven environments. Adept at developing and maintaining detailed administrative and procedural processes that reduce redundancy, improve accuracy and achieve organizational objectives. Dedicated to creating solutions for solving problems as well as increasing the growth of an organization through leadership.

EXPERIENCE

HR cum Accounts and Office Admin

April 2021 – March 2023

KIAT SYSTEMS & EMBEDDED SOLUTIONS

- Administer and maintain daily front office operations, including greeting clients, responding to phone calls, attendance and performing billing tasks.
- Managing phone calls (Vendor follow up, outstanding payment follow up, Customer reviews, employee follow up).
- Organizing office files and records.
- Prepared a Tax invoice and Quotations in Zoho Books.
- Maintaining appropriate stock levels to avoid shortages.
- Maintain product details in Excel sheet (Inward and Outward entry).
- Handling petty cash.
- Managing payroll and other tasks relating to staff wages.
- Prepared a monthly payment list in Excel sheet.
- Prepared a purchase and sales report to know the profit and loss status (Weekly, Monthly, Half yearly, Yearly reports).
- Scheduling meetings and prepared meeting minutes.
- Designing and implementing office policies such as employee policy.
- Prepared a Job description and posted ad in different job portals.
- Create a job poster and upload to Social Medias.
- Sourcing candidates C.V's from various job portals and medias.
- Follow the responses, call and shortlist the candidates and arranging interviews and confirming interviews by email.

EXPERIENCE

HR Recruiter

May 2019 – Dec 2020

WT MANAGEMENT

- Create a job description and post a ad in different job portals.
- Follow the responses.
- Handling phone calls.
- Shortlist the candidates and schedule interview.
- Maintaining candidate's details in Excel sheet.

EDUCATION

2018

MBA

KIT- Kalaighnarkarunanidhi Institute of Technology-Coimbatore with **74.20%**.

2016

Bachelor of Science in Information Technology

Nirmala College for Women - Coimbatore with **79.57%**.

2013

H.S.C

RC.Govt.gir.hir.sec school - Coimbatore with **79.83%**.

ACADEMIC PROJECT

Title: A Study on capital restructuring and its effects on profitability with special reference to ELGI Rubber company Ltd.,

Description: In this project i found out the profitability ratio of the company after the restructuring through Finance.

SKILLS

- Paper presentation in international conference (**IMPACT OF EMPLOYEE EMPOWERMENT ON JOB SATISFACTION BY MOTIVATION**) – KIT College.
- NSE's NCFM financial market for beginners' module certification course.
- Government of India under NSTEDB ENTREPRENEURSHIP AWARENESS CAMP certification course.

TECHNICAL SKILLS

- Expert in Microsoft Office (Word, Excel and Power point)
- Zoho books
- Operating systems Windows 8,10 and 11

STRENGTHS

- Hardworking
- Discipline
- Respectfulness
- Dedication

PERSONAL PROFILE

Name	:	Babyrosaliya. A
Husband's Name	:	Johnpal. V
Date of Birth	:	29-11-1995
Marital Status	:	Married
Languages Known	:	English, Tamil

DECLARATION

I hereby declare that the information given above are true and correct to the best of my knowledge and belief.

Date :
Place: Coimbatore

Yours Sincerely,
Babyrosaliya. A