



SULFIYA NA

HR – PAYROLL, ACCOUNT ASSISTANT & INSURANCE CO-ORDINATOR

PROFILE

Well,organized administrative professional bringing excellent multitasking abilities developed over 6 years of Human Resources-Payroll,Accounts, and Insurance coordination experience.Commended for consistently driving team success with knowledgeable enforcement of company procedures and skillful personnel training. Proficient in Excel, word with expertise in database management.

EDUCATION

MBA Finance & HR - 2014 - 2016

Mahatma Gandhi University, Kerala

BBA - 2012 - 2014

Mahatma Gandhi University, Kerala

EXPERIENCE

Parvin Apparels (India) Pvt.Ltd.

HR Assistant -Payroll **Sep 2020 - Jan 2023**

Maintain Employee Confidence And Protect Payroll Operations By keeping Information Confidential.

Coordinated All Payroll Record Keeping Process An Identified Payroll Discrepancies And Processed Necessary Correction.

Maintain Payroll Information By Collecting,Calculating And Entering Data.

Sharing Monthly Report To Manager.

Calculate Bonuses And Allowance.

Collect and coordinate the flow of internal and external information.

Monthly/weekly/daily reports and interacts with the Client through calls or emails.

Preparation of different Certificates (Salary Certificate ,Salary Transfer Letter, NOC,etc).

Process staff personal finance loans and update staffs accounts.

Prepare and Transfer monthly Payroll of employees(including overtime, salary adjustments/deductions).

Rashidhiya,United Arab Emirates

+971523059004

sulfiya035@gmail.com

<http://www.linkedin.com/in/sulfiyana-972578110>

SKILLS

- Payroll Accounting
- Accounting Assistance
- Payroll Master Data
- MS Excel skills
- Time Management
- Problem-solving

LANGUAGE

- English
- Malayalam
- Tamil

EXPERTISE

- Microsoft Excel:

Lookup, Vlookup, Hlookup, Pivot Chart & Table. Conditional Formatting

- MS Word, Outlook
- SAP
- Photoshop & Powerpoint

PROJECT

MBA -INTERNSHIP PROJECT

Role: A study on Financial Performance

Duration: **One Month**

BBA - INTERNSHIP PROJECT

Role: A study on Job Satisfaction of Employees

Duration: **One Month**

CERTIFICATION

Certificate Course in Financial Accounting with Tally

TCIL IT, Govt of India

Diploma in Office Automation

RUTRONIX, Govt of Kerala

PERSONAL DETAILS

DOB : 21-05-1993

Nationality : Indian

Gender : Female

Marital Status : Married

Passport No : U6386300

Date of Issue : 14-01-2020

Date of Expiry : 13-01-2030

Visa Status : Visit Visa

INTEREST

Music

Cooking

Travelling

Indus Motor Company Pvt.Ltd

Account Assistant & Insurance Co-Ordinator

Nov 2016 - Aug 2020

Preparation Of Accounting Record Such As Ledgers,Vouchers,Sales Book,Purchase Books,Journal Registers Etc.

Petty Cash Maintenance.

Reconcile Financial Discrepancies By Collecting And Analysing Accounting Information.

Performing basic admin duties including printing, sending emails, and ordering office supplies.

Assisting and coordinating with the sales team.

Assisting the Front Office team.

Organizing staff meetings and updating calendars.

Maintaining And Updating Insurance Records And Databases Processing And Submitting Insurance Claims And Ensuring Proper Reimbursement Verifying Insurance Coverage And Eligibility.

Negotiating with insurance companies to resolve disputes and claim issues.

Keeping up-to-date with industry regulations and changes.

Issue invoices to customers and external partners, as needed

DECLARATION

I do hereby declare that the particulars of information and fact stated hereinabove are true, correct, and complete to the best of my knowledge and belief. Given a chance I will prove myself through hard work and I am ready to shoulder organizational responsibilities .