

Devika Sreekumar

HR and Accounting



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A'ali, Bahrain
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Dynamic and detail-oriented HR Executive with experience in human resources management, accounting operations, and administration support. Experienced in recruitment, employee relations, bookkeeping and office administration. A proactive team player with strong organizational and interpersonal skills, committed to supporting business goals and enhancing workforce satisfaction.

PROFESSIONAL EXPERIENCE

HR Executive at Arcane Alliance Pvt.Ltd, Kochi, India (June 2024 - March 2025)

- Managed employee records and facilitated the recruitment process for new hires.
- Managed payroll, attendance, leave records, and HR policy implementation.
- Prepared and maintained financial records, including accounts receivable and accounts payable.
- Handled reimbursement processing and managed petty cash operations.
- Coordinated office supply procurement, equipment management, and vendor relationships.
- Supervised the maintenance of office premises and facilities to ensure smooth operations.

Intern at Hedge School of Applied Economics, Kochi, India (Jan 2024)

- Assisting in researching market trends, investment products and financial news.
- Analyzing financial statements, ratios and client portfolios.
- Support in drafting basic reports, investments summaries and client meeting notes.

EDUCATION

Mar Athanasius College (Autonomous), Kerala, India (2022 – 2024)

Master of Commerce in Marketing and International Business

MES College, Kochi, India (2018 – 2021)

Bachelor of Commerce in Finance and Taxation

SKILLS

- Expert in MS Office (Word, Excel and Powerpoint), Tally ERP, Outlook, Bamboo HR.
- Candidate Screening, Recruitment and Onboarding, Employee training.
- Financial accounting, payroll management, petty cash management.

CERTIFICATIONS

- Certification course in Human Resource Management – Udemy
- Computerised Financial Accounting and GST using Tally- LBS Centre for Science and Technology.

PAPER PRESENTATION

Presented a research paper at an international conference on "Embracing Green Technology for a Sustainable Future."

PROJECTS

- Impact of Byju's App after its crisis.
- Customer satisfaction in the usage of Netflix and Amazon Prime.

PERSONAL DETAILS

- Date of Birth: 8th of May, 2000
- Gender: Female
- Nationality: Indian
- Marital Status: Single
- Passport Details
 - Number: W1922470
 - Date of issue - 08/07/2022
 - Date of expiry - 07/07/2032
- Languages known: English, Malayalam

DECLARATION

I hereby declare that all the details mentioned are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above mentioned particulars.