

# Devika Sreekumar

## HR and Accounting

+973 3826 8322  
A'ali, Bahrain  
[devikasryek@gmail.com](mailto:devikasryek@gmail.com)



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.