

Bhavya Binu

HR Assistant/Accountant

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Organized professional with 4+ years of experience in executing diverse administrative tasks. Responsible HR Assistant with strong knowledge of office administration and common human resources operations. In-depth understanding of customer service, data entry and file management. Highly skilled in reviewing policies and suggesting actionable improvements aligned with industry best practices.

Skills

Office administration



Team Player



Effective planning



Maintaining files



Benefits administration



HRIS database management



HR policies



Conflict management



Work History

2022-02 - 2023-06

HR Assistant

Akshaya E Centre , Pathanamthitta, Kerala

- Performed in the development and implementation of HR policies and procedures.
- Processed employee benefits including enrollment, changes and terminations.
- Maintain and update employees records.
- Process payroll and quickly resolve any payroll errors.
- Performed internal and external audits and research and administrative reviews of programs and plans to support HR administration.
- Oversaw and managed hiring process and assisted human resources.
- Monitored employee attendance and performance to verify punctuality and absences, addressing issues in accordance with company policies and procedures.

- Filed paperwork, sorted, and delivered mail and maintained office organization.
- Supported coordination of benefits open enrollment activities and process.
- Documented human resources records and maintained confidentiality of sensitive personal information.
- Coordinated and set up meeting materials, presentations and audiovisual systems.
- Updated Human Resources Information System (HRIS) database, maintained data accuracy and assisted with system changes.

2021-08 - 2022-01

Junior Lawyer

Manthaleril Associates, Alappuzha, Kerala

- Researched innovative methods of adding value to key client relationships by providing timely material to facilitate frequent interactions with clients.
- Developed relationships among lawyers to facilitate knowledge-sharing and expertise.
- Assisted lawyers with materials preparation for internal and external training events.
- Developed online, client-facing and internal resources and collated resource content.
- Researched, monitored and informed firm of legal and industry developments and trends and articulated effects on practice and clients.
- Provided legal research and legal technical content to produce products showcasing firm expertise.
- Presented evidence to defend clients or prosecute defendants in criminal or civil litigation.
- Negotiated settlements and mediated disputes between parties finding mutually beneficial solutions.
- Represented clients in court proceedings, hearings and arbitrations.
- Prepared and drafted wills, deeds and patent applications.

2020-03 - 2021-07

Accountant Cum Office Assistant

Akshaya E Centre, Pathanamthitta, Kerala

- Documented cash, credit, fixed assets, accrued expenses, and line of credit transactions.
- Used advanced software to prepare documents, reports, and presentations.
- Reconcile invoices and identify discrepancies.
- Create and update expense reports, Process reimbursement forms, Prepare bank deposits.
- Enter financial transactions into internal databases and check spreadsheets for accuracy.
- Maintain digital and physical financial records.
- Issue invoices to customers and external partners, as needed.
- Review and file payroll documents.
- Improved data collection, financial analysis and financial modeling to optimize practices and retain customers.
- Handled day-to-day accounting processes to drive financial accuracy.

- Collected and reported monthly expense variances and explanations.
- Trained new employees on accounting principles and company procedures.
- Interacted with customers by phone, email, or in-person to provide information.
- Welcomed office visitors and alerted staff to arrivals of scheduled appointments.
- Reviewed files, records and other documents to obtain information to respond to requests.

Education

2014-11 - 2019-12	B.com, LLB (Hons.): Law <i>Mount Zion Law College - Pathanamthitta, Kerala, India</i>
2012-06 - 2014-03	Higher Secondary : Commerce <i>Sacred Heart HSS - Ranni, Pathanamthitta,Kerala</i>
2009-06 - 2012-03	Matriculation <i>TTTMVHSS - Pathanamthitta,Kerala, India</i>

Languages

English	 Upper intermediate (B2)
Hindi	 Upper intermediate (B2)
Tamil	 Intermediate (B1)
Malayalam	 Bilingual or Proficient (C2)

Personal Profile

Date of Birth : 07/07/1996
Gender : Female
Marital status : Married
Nationality : Indian
Passport No : T8203363
Availability : Immediate Join,Visit visa