



CONTACT ME

(M) +91- 9035109069

EMAIL:

shashi.somu86@gmail.com

ADDRESS:

Bangalore

EDUCATION

- ◇ **MBA Finance & HR (CV Raman University) 2012-2014**
- ◇ **BCOM Finance (Miranda Institute of Management Studies) 2004-2007**
- ◇ **Higher Secondary Education (Sacred Hearts College) 2002-2004**

LANGUAGES

English, Kannada, Tamil Telugu, Hindi, Malayalam

SKILLS

Adaptability
Quick Learner
Interpersonal skills
Communication skills
Smart work
Computer knowledge
Result oriented

Personal Data

DOB – 20th August 1986
Nationality – Indian Marital
Status- Married

* About Me

Sound knowledge, Strong Communication and Interpersonal skills in HR, Technical Support, Administration, Accounts and self- development. Hard Working, Self Confidence, Better time management capability, Can Work effectively in a group as well as an individual.

I carry overall 7 Plus years of work experience in HR, Accounts, Administration, Document Controller.

* Job EXPERIENCE

- **Orchids The International School, Bangalore**

HR Operation (05/2022 – 08/2023) (03/2024 – 08/2024)

- Manage day-to-day HR operations, ensuring smooth execution of HR processes including recruitment, onboarding, employee engagement activities and benefits administration.
- Provide support to employees regarding HR-related queries, resolving issues related to benefits, compensation, and company policies. Worked on ATS (Application Tracking System)
- Data Management, Performance Management, Risk Management, payroll, Calendar Management, Exit Formalities, Hire to Retire.
- Maintain and Organize company confidential Records and Documents and handle Vendors in procuring goods and services and also stake holders
- School Fee Invoicing & Billing
- Reviews and corrects complex transaction documents for accuracy

- **Cleanco Trading, Importing & Services L.L.C, UAE**

Admin Assistant/Accounts Assistant (January 2020– September 2021)

- Worked as personal Assistant under CFO (chief financial officer) and accountant, responsible for handling petty cash.
- Maintains the Petty Cash float and the billing system through E-Promise software, conducting regular team meeting
- Updating PRO bills, Garage bills, Ambulatory bills, Emirates id and all small petty Cash reimbursement in E-Promise software
- Maintaining files and records of Generated invoices and account statements related to Accounts payables and Accounts receivable
- Reconciling already documented reports, statements and various transaction

- **HCL Technologies, Bangalore**

IT Helpdesk Coordinator (April 2008 – August 2010)

- Updating laptop details in SAP, allocating laptops and proving gate pass.
- working on Asset manager tool. Maintaining software CD'S and keeping track of consumable details and Oversaw installation, up-gradation, repair works.
- Raising SSD (smart service desk), Assigning and closing SSD to engineers.
- Procuring hardware peripherals through a third-party vendor like laptop, printers and following up with vendor of particular region for dispatching details
- Sending manager daily reports, weekly report, and monthly report regarding SSD detail and sending the same to engineer

- **Silicon Power System, Bangalore**

Accounts Assistant cum HR (May 2007 – April 2008)

- Responsible for overall Recruitment Scheduling, Participating in interviews with dept head. Conducts new hire orientation, development, and training courses
- Preparing and maintaining various reports like tracker sheet, final settlement, leave salary, offer reports
- Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter etc.
- Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards
- Handled tax and invoices(bills) and payments.