



MERIN PAULSON N

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Building No. 9 ,Zone 71 , street 517 Al Kharaitiyat , Doha -Qatar

Objective

Dedicated to professional and highly motivated towards target achievements. Having the ability to complete the given task, Positive attitude, Friendliness and Flexibility and achieve success in job. Maintains quality customer service skills, strong work ethic, and is a team player with the ability to work well independently.

Education

B.Sc. Statistics	Mar 2017
Calicut University, Thrissur, Kerala	
12th Standard	Mar 2014
ST Johns H.S.S Parappur, Thrissur, Kerala	
10th Standard	Mar 2012
Lady Immaculate G.H.S Choondal, Thrissur, Kerala	

Employment

1. HR Coordinator

Qatar Security and Guarding Services Co.W.L.L (Qatar)

- Assist with all internal and external HR related inquiries or requests.
- Maintain both hard and digital copies of employees' records.
- Assist with the recruitment process
- reference checks and issuing employment contracts.
- Support other assigned functions.
- Produce and submit reports on general HR activity

2. Associate-HR(BGV)

Gram Pro Business Services Pvt Ltd Apr 2022 - Jun 2023
(ESAF Small Finance Bank Another Entity)

- Manage calls and E-mails for Employment, Education, Criminal, Address & Professional Reference Verifications
Vetting Employment history of a candidate / employee to confirm their authenticity through the check list provided.
- Maintain effective record keeping for all calls & E-mails sent and handled.
- Ensure all background verifications sent out are followed up on a timely manner.

Personal details

Date of birth
April 28, 1997

Gender
Female

Nationality
Indian

Marital Status
Married

Visa Details

* QID Number - 29735631192
(Transferrable visa with NOC)
Expiry Date - 06/07/2026

* Passport Number-X9062555
Expiry Date - 01/05/2033

Languages

English

Tamil

Hindi

Malayalam

Permanent Address

Kallarakkal House, karuvan valavu
Eravu P O, Thrissur, Pin:680620, Kerala
India

3. Administration Trainee

ESAF Small Finance Bank

Feb 2021 – Apr 2022

- Monitoring Emails and ensuring the requests are timely complied and reverting back to the client.
- Manage Vendor Phone calls and correspondence (Example – mail, Letters etc.)
- Support budgeting and bookkeeping procedures.
- Create and update records and databases with personnel, financial and other data.
- Track stocks of office supplies and place orders when necessary.
- Submit timely reports and prepare presentations/ proposals as assigned.
- Excellent Knowledge of MS Office and Office management software.
- Coordinate project deliverables.
- Conduct clerical duties, including filing, answering phone calls, responding to emails and preparing documents.

1. Accounts assistant

AS-AN Associates

Jun 2019 –Jan 2020

- Maintaining records of assets and liabilities
- Updating accounts payable.
- Assisting in balancing sheets and income statements.
- Assisting with reviewing income and expenses.
- Preparing regular reports
- Assisting with other accounting- related duties

Courses

MDCA (Master Diploma in computerized Accounting)

May 2019

1. TALLY. ERP9

2. GOODS AND SERVICE TAX

3. MS OFFICE

- EXCEL

- WORD

- POWERPOINT

Declaration

I hereby acknowledge that the above given information is true to the best of my knowledge and belief.

Merin Paulson N