Human Resource Manager
Middle Human Resource

SUMMARY

- Help In Calendar Management
- Email Triaging
- Customer Service
- Data Entry
- Managing and Organizaing Workforce
- Recruiting Plan
- Onboarding And Training
- Processing Payment
- Reconciliation
- Payroll Processing
- Financial Reporting
- Budgeting and Forecasting
- Auditing
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TECHNICAL SKILLS

Main Technical Skills	Financial Services, Microsoft Office Suite, Interpersonal Skills, Zoho, Odoo
Cloud Platforms, Services & Computing	Zoho
Platforms	Odoo

1. Administrative Coordinator
2. Virtual Assistant
3. Accountant
4. Human Resource Manager