



FLINCY S RAJ

flincystephenraj@gmail.com

+91 9600955168

6/88A, Nariparavilai,
Xavierpuram, Thiruvithancode
(Post), Kanyakumari District,
Tamil Nadu, India.

PROFILE SUMMARY

Highly motivated and detail-oriented MBA graduate with specialization in HR and Finance, seeking an entry level position in the field of Accounting. Proficient in Tally Prime and eager to contribute to financial operations while continuing to develop my skills in accounting and finance and contribute to the organization's success.

EDUCATION

St. Xavier's Catholic College of Engineering, Nagercoil.

2022-2024

- Master of Business Administration (HR and Finance)

Women's Christian College, Nagercoil.

2019-2022

- Bachelor of Commerce

CERTIFICATION COURSE

Completed certification course in **Tally Prime** at BITS Computer Education.

- Gained hands-on experience in using Tally Prime for various accounting functions including invoicing, inventory management, and GST compliance.

WORK EXPERIENCE

HR Intern | Emergio Games Pvt Ltd, Kochi.

FEB 2024 - MAY 2024

- Assisted in drafting job descriptions and posting job openings on relevant platforms.
- Screened resumes and scheduled interviews for potential candidates.
- Scheduled and coordinated interviews between candidates and hiring managers.
- Supported employee onboarding activities.
- Assisted in maintaining employee records and updating HR databases to ensure accurate and timely information.

EXTRACURRICULAR ACTIVITIES

- Head Student Coordinator of the event Corporate Mime for the National Level Management fest XIBITA 8.0 for the year 2023.
- Student coordinator for the National Level Management fest XIBITA 7.0 for the year 2022.
- Joint Secretary of the Constitution Club in the academic year 20232024.
- Treasurer of the Constitution Club in the academic year 2022-2023.

ACADEMIC PROJECTS

- A Study on Human Resource Management System at Emergio Games Pvt Ltd, Kochi.
- An Organizational Study at The Marthandam BeeKeepers Co-Operative Society Ltd.

SKILLS

- Attention to Detail
- Time Management
- Communication
- Teamwork
- Data Entry
- Excel Proficiency
- Adaptability
- Analytical Thinking

LANGUAGES

- English (Fluent)
- Hindi (Fluent)
- Tamil (Fluent)

TOOLS KNOWN

- MS Office
- Tally Prime
- HRMS