



PREEMA PINTO

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📍 Sharjah, UAE

SKILLS

- Office Administration
- Operational Efficiency
- Teamwork
- HR reporting skills
- Active listening

LANGUAGES

English : Intermediate
Hindi : Fluent
Konkani, Tulu : Native

EDUCATION

2020
SDM College | Mangalore
Master in Business
Administration 73%

2018
Pompei College | Aikala
Bachelor of Commerce 78%

PERSONAL DETAILS

Passport No : R8555887
Nationality : Indian
Visa Status : Visit
Expiry : June 2022

TECHNICAL PROFICIENCY

MS Office : Proficient
Tally ERP : Proficient
Outlook : Proficient
HRMS : Beginner
Quickbooks : Beginner

LEADERSHIP

Indian Catholic Youth Movement
JCI International
Leo Club International

PROFESSIONAL SUMMARY

Self-motivated individual with a year of resourceful and focused administrative experience as a Human Resource Assistant. Proficient in supporting HR personnel, policies, and operation of MS Office. Having good knowledge of File and Record retention, management, planning, and scheduling recruitment.

WORK HISTORY

11/2020 – 11/2021
Pinto Construction | Mangalore, India
HR Assistant

- Supporting business manager by aligning HR activities
- Planning for HR requirement
- Partner with supervisors to understand performance results
- Communication with material suppliers, employees, and supervisors
- Preparing invoices, banking activities, and collecting bills from the suppliers.
- Preparing and issuing offer letters, labor cards, and documentation
- Submitting monthly sales and purchase details to the Chartered Accountant
- Maintaining employee details, payroll, and assisting in the recruitment of new employees.
- Attending calls, maintaining attendance and payroll, updating accounting books, bank passbook, and documentation
- Management and analysis of overall operations and inventory management

ADDITIONAL COURSES

- Completed short term course in “**Core Productivity and Innovation Improvement Techniques**” from City of Glasgow College, London in 2019
- Microsoft Office specialist in 2019
- Accounts / Audit / GST in 2018
- MS-Windows, MS-Word, MS-Excel, MS-PowerPoint, and Internet in 2016
- Communicative English in 2013
- Wrote KMAT and IELTS competitive exams
- Short term course on Advanced Microsoft Excel from Udemy online classes

ADDITIONAL INFORMATION AND KNOWLEDGE

- Social service
- Event management and hosting
- Active participation in the leadership training program
- Active participation in state and national level youth programs