

## CURRICULUM VITAE

### **ANIL MARIAN PINTO**

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#### **OBJECTIVE:**

To pursue career in a progressive and professionally managed organization, this will provide adequate opportunities and environment to draw upon knowledge, experience and clear strengths for mutual benefits.

#### **SUMMARY OF SKILLS:**

- Ability in handling teams and maintaining strong leadership skills.
- Good communication skills.
- Ability to work under pressure.
- Always ready to learn something new and a quick learner too.

#### **FIELD PRACTICUM:**

- LINK (Integrated Rehabilitation Centre for Addicts) Bajal, Mangalore.
- Contract Resource Petrochem Services Pvt Ltd Baikampady.
- Hindustan Aeronautics Limited, Bangalore (HAL).

#### **EXPERIENCE:**

- ❖ **Worked as Human Resource Executive in Contract Resources Petrochem services (India) Private Limited from July 2019 To March 2020.**

##### **Job Profile:**

- Providing clerical and administrative supports to management and assisting with day to day operations of HR functions and duties along with compiling & updating employees records.
- Process documentation and prepare activities (staffing, recruitment, training, grievances, performance evaluations etc) and coordinating with HR projects, meetings & surveys to take Minutes.
- Assist in payroll preparation by providing relevant data absences, bonus and leaves and communicate with public services when necessary.
- Coordinate communication with candidate and schedule interviews and conduct initial orientation to newly hired employees as well as assist our recruiters to source candidates and update our database.

- ❖ **Worked as supervisor at Prince Caterers, Mangalore from June 2015 to July 2020**

##### **Job Profile:**

- Assist in menu & service planning and meet with customers to finalize details of menus and services, making every effort to increase sales, assure operational efficiency potentials are realized and profitability is maximized in service delivery.
- Writes and assures timely execution of banquet and catering event orders for the entire facility, assuring complete details of services to be delivered are communicated through all departments in a timely and effective manner.
- Assist with determining, establishing and implementing policies, procedures and training to assure all services of primary focus adhere to all local, state and federal guidelines at all times.
- Supervises and coordinates all food and beverage service on the suite level.

❖ **Worked as Accountant at Surya Finance, Mangalore from May 2018 To June 2019.**

**Job Profile:**

- Preparing accounts and tax returns.
- Administering payrolls and controlling income and expenditure.
- Auditing financial information.
- Compiling and presenting reports, budgets, business plans, commentaries and financial statements.
- Analyzing accounts and business plans.

**EDUCATION:**

2020 MSW/HR – (Industrial Relation & Personnel Management) from School Of Social Work Roshni Nilaya  
Mangalore/ India

2017 BCOM – (Accounts) from Padua College of commerce & management Mangalore/ India

**TECHNICAL SKILLS:**

- Computer Fundamentals, Microsoft Office, SPSS, Adobe Photoshop, Tally.

**PERSONAL DETAILS:**

- Date of Birth : 18-09-1996
- Sex : Male
- Nationality : Indian
- Passport Number : R2128484
- **Visa Validity** : **Visit Visa valid till 17-02-2021.**
- Personal interest : Music, Blogging, Exploring New things and Places,  
Conducting Training sessions.