



SONIA JULIET PINTO

Flat 11 building #, 1217 Road name R 2113, Block #321,
Alqudaybiyah, Manama, Kingdom of Bahrain
Phone: +973 35464426; email: spinto700@gmail.com

Objective

Looking for the position of where my education, computer skills, organizational abilities and communication skills will help the organization prosper.

4 years of experience as a Document Controller cum Secretary

MSCEB-Mohamed Salahuddin Consulting Engineering Bureau B.S.C Closed (June 2018-Till date)

- Overseeing and coordinating the day to day running of projects by assisting Project Managers.
- General administrative service activities, routing callers and preparing and drafting internal correspondence under direction to ensure that all matters are dealt with efficiently and appropriately.
- Design, organize and implement appropriate filing and record management systems to ensure that records are always current and accessible with ease.
- Screen incoming mail and telephone calls, draft responses, redirect correspondence.
- Highlight desired actions for the manager to ensure he is in possession of sufficient background information needed.
- Receiving and circulating the internal letters received from the contractor.
- Drafting letters.
- Maintaining the daily reports, incoming and outgoing letters, transmittals.
- Maintaining tracking sheet for each and every correspondence received and sent.
- Circulation of released document through email to the contractor and ensuring to receive acknowledgment from them.
- Set-up and maintain Manager's office correspondence files and personnel files of staff and ensure safe custody and confidentiality.
- Greet visitors, ascertain nature of business and direct visitors to appropriate person.

**5 years of experience as an Accountant & Executive Secretary-Infant Jesus Shrine
Naman Ballok Jesu, C/o Infant Jesus Shrine, Bikarnakatte, Mangaluru. (May 2012 to July 2017).**

- Prepare, key in, edit and proofread correspondence, invoices, presentations, brochures, publications, reports and related material from machine dictation and handwritten copy.
- Open and distribute incoming regular and electronic mail and other material and co-ordinate the flow of information of the organizations.
- Schedule and confirm appointments and book calendars for the meetings.
- Order office supplies and maintain inventory.
- Answer telephone and electronic enquiries and relay telephone calls and messages.
- Set up and maintain manual and computerized information filing systems.
- Determine and establish office procedures.
- Greet visitors, ascertain nature of business and direct visitors to appropriate person.
- Compiled data, statistics and other information to support research activities and prepared advertisement list.
- Interacted with old and new subscribers regarding their interest and complaints and helped them and provided adequate information.
- Maintained the daily accounts of the organizations using the accounting software, Tally.
- Prepared outstanding bills of the payment and sent a reminder to the advertisers.
- Prepared and generated reports such as Income/Expenses, Trial balance and Balance sheet of the organization.

Communication : Good command over English, Hindi, Kannada, Tulu, Konkani.

Driving License : Private Car

Skills & Abilities

- Minutes taking and drafting correspondence with accuracy.
- Skilled in preparing reports and letters for correspondence.
- Adopt at operating various office machines such as xerox and copiers and printers.
- Type speed of 40 WPM.
- Intermediate skills in Word, Excel and PowerPoint.
- Well versed with Calendar, appointments, Outlook, Email, Internet.
- Well versed with accounting software Tally.

Personal Attributes

- High accuracy level
- Capability to maintain confidentiality.
- Time management and planning tasks.
- Tolerant to stress and huge workloads.
- Amicable personality matching customer service requirements.

Leadership

- Served the college for 2 years in NSS (National Service Scheme).
- NSS camp in Rosa Mistica School, Gurupura, and Canara First Grade College in Mangaluru.
- Participated in socio-cultural dramas conducted by the Konkani Club.
- Participated in drama on local radio station.
- Had participated in quiz competition held in St. Raymond's College.

- Attended HCL career development Yuva Prathiba talent hunt examination.
- Parish level activities.

Education

COURSE	INSTITUTION	YEAR	PERCENTAGE
M.COM (Master in Commerce)	Mysore University : 1st year : 2nd year	2012-2013 2013-2014	62.0% 62.9% First Class
(DCA) Diploma in Computer Application	Manipal Career Academy Vamanjoor, Mangaluru	2012	83.33% A-Grade
(BBM) Bachelor of Business Management	St. Raymond's Degree College Vamanjoor, Mangaluru	2009-2012	62.36% First Class
PUC	St. Raymond's PUC College Vamanjoor, Mangaluru	2009	69.50% First Class
SSLC	St. Agnes High School Bendurewell, Mangaluru	2007	61.12% First Class


Personal Details

Date of Birth : 14th February 1992
 Sex : Female
 Marital Status : Married
 Nationality : Indian
 Religion : Roman Catholic
 Contact number : +973 35464426
 Passport no & Place of Issue : R2103020, Bangalore
 New passport valid : 15-06-2017 to 14-06-2027
 Permanent Address : Saripalla House, Pompei Nagar, Near SB Young Star Club, Last Stop
 : Pedamale Post, Neermarga Village, Mangaluru - 575029, Karnataka,

DECLARATION:

I hereby declare that all the information mentioned above is true to the best of my knowledge.

Place: Bahrain
 Date: 09-02-2022


 Your Sincerely,
 (Sonia Juliet Pinto)