



## ***SONIA JULIET PINTO***

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

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Date of Birth	:	14 <sup>th</sup> February 1992
Sex	:	Female
Marital Status	:	Married
Nationality	:	Indian
Religion	:	Roman Catholic
Contact number	:	+91 984564426
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)