

CURRICULUM VITAE



PAVITHRA C

W/o Sachin Kumar

Manama, Bahrain

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HR, SECRETARY & ADMIN PROFESSIONAL

Offering a sterling experience of over 4years, seeking Middle level assignments across the industry

PROFILE

- Competent & diligent Administration Professional, offering comprehensive experience of **over 5 years**; currently working with **Al Dosari Business Center, Kingdom of Bahrain Manama, Secretary & Admin Executive.**
 - Demonstrated professional competencies in managing entire range of HR functions
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Responsibilities:

- Provided executive-level assistance
 - Customer relations
 - Organized and handling complex administrative and project assignments
 - Responsible for answering and handling incoming and outgoing phone calls
 - Preparing invoices
 - Daily Work Preparation
 - All Admin Related Works.
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PROFESSIONAL EXPERIENCE

1. DOJ : Sept 2018 to June 2019
Designation : Secretary & Admin Executive.
Company : Al Dosari Business Center, Manama Bahrain
2. DOJ : Dec 2017 to Aug 2018
Designation : Admin & Accounts Executive.
Company : Lashari Group, Salmabad, Bahrain

3. DOJ : Jan 2014 to Aug 2016
Designation : Executive-HR & Admin.
Company : Plaza Premium Lounge Bangalore International Airport, India

4. Organization : ICMR-INDIAB (ROI) STUDY
Duration : May 2012 to July 2013
Designation : Counselor & Field Investigator

EDUCATIONAL CREDENTIALS

Qualification	Year of Passing	Percentage of Total Marks	Institution
Master of Social Work (HR)	2012	70%	Mangalore University, India
Bachelor of Arts	2009	71%	Mangalore University, India

Computer Skills:

Acquiring Working Knowledge of MS Office, Windows, Internet & Tally.ERP9

PROJECTS UNDERTAKEN AS PART OF CURRICULUM (MSW)

Organization	Period of Training	Areas of learning
CAMPCO Limited, Mangalore	2011 – 2012	HR Terms like Recruitment, Selection, Training and Development, Promotion Policies, Labor Laws, IR Issues etc.
Nehru Yuva Kendra Mangalore	2010 – 2011	Social work methods and Organizing awareness programs case study for slow learners etc.

PERSONAL DETAILS:

Husband Name : Sachin Kumar
Permanent Address : Hittilu House, Chelur Post & Village
Bantwal Taluk, DK
Date of Birth : 14th Feb, 1990
Marital Status : Married
Languages Known : English, Kannada, Tulu, Hindi and Malayalam
Passport No : P4596449
Visa status : Family Visa

Declaration:

I solemnly declare that the above-mentioned information is right and true to the best of my knowledge. I have not included any information for which I am not entitled.

Place: Bahrain

(Pavithra C)