

CURRICULUM VITAE
FOR THE POST OF HR & ADMIN.



MRS. SHREELATHA VISHWANATHA

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Career Objective: “To develop my career as HR Professional that leads to advancement in the field of Human Resources & further growth by utilizing my skills and ability to work for the growth of an organization.”

WORK EXPERIENCE

Currently working as **HR Executive/ Secretary** at Recruiting Company, Bahrain, having 8 Years working experience in HR Admin.

Duration: From 4th August, 2012 till as on date.

ROLE IN ADMIN. :-

- Scheduling & following up the inductions of all the staff & workers.
- Controlling document files for agreement, Services, utility, and others.
- Monthly follow up with Accounts Department for the utility payments (staff accommodation rent, electricity bills ...etc.,)
- Procurement of office supplies, stationaries & other requirements.
- Maintain the Petty cash expenses & the reimbursements.
- Arranging incoming and outgoing postage and courier.

ROLE IN HR DEPT., :-

- Associating with LMRA for the employees registration/ termination , issuing / renewal of the residence permits , following up the offenses, following up the invoices and the payments ... etc
- Associating with immigration for the visit /business visaetc
- Associating with SIO for the new employee registration/cancellation and monthly follow up of invoices and settlements.
- Associating with CIO for issuing / renewal of the ID Cards, updating the informationetc
- Maintain and update overall employees records and personal Files
- Following up employees passports, visa, ID cards renewals

- Following up staff time sheet.
- Acts as a single point of contact for all Company Managers regarding to recruitment topics and under the Managing Director direction and instructions on their requirements and to coordinate with Marketing Managers for all new HR recruitments and their salary determination.
- Exploring the market best practices in the recruitment.
- Reviewing the Job description in consultation with concerned focal points of the units.
- Sending E-mails to the Clients regarding the Recruitment issues.
- Preparing Job order as per the documents required from the respective Country Embassy for arranging the Interviews & clearance of the new joiners.
- Preparing the Advertisement according to the requirement.
- Work with HR in handling the candidates for interviews.
- In case of Personal Interviews, preparing Interview schedule & Organizing for the Interviews anywhere in **India, Nepal, Sri Lanka, Philippines, Bangladesh, Kenya etc.,** for recruiting staff and workers in different levels.
- Responsibility of meet and assistant services with the Company Delegates, receiving and seeing off the delegates on arrival & departure, road transport facility from Airport to hotel and to the Interview venues.
- Lining up Pre-screened candidates for delegates Interviews.
- In case of CV Selection, screening and short listing the CV's in response to advertisement and our database & submitting to the Company as per their selection criteria .
- Requesting Companies to get Job Offer letters for the selected candidates.
- Follow-up with Agents /candidates for completing documentation of selected candidates.
- Submitting the Documents to the Clients to process the Visa as per the rules & regulations of LMRA / MOI Immigration.
- Coordination with joining procedures for new Joiners with the Company HR for the arrangements for Airport pick up and accommodation.

ROLE AS SECRETARY:-

Duties and Responsibilities are as follows:-

- **Assisting to the Managing Director:** Taking the orders from Managing Director and to see that as per the Directors Order work should get it done.
 - Coordinate with Marketing Executive regarding their Manpower requirements and sending the orders to respective countries.
 - Maintain integrity in office, co-coordinating with HR people on handling the Interview candidates etc.
 - Handling front office, Back office & Maintenance of Office communication.
- **Ticketing Department & Hotel Reservation:**
 - **A) In Ticketing:-**

- Handling the Ticketing matter it includes coordinating with Travel Agency for the Ticket Booking, issuance and cancellation.
- Coordinating with the Accounts Department for the Bill payments.
- Coordinating with the Airlines Offices for Updating the Visa on Arrivals issues.

B| In Hotel Reservation:-

- Coordinating with Hotel Room Reservation Department for the Reservation
- To see that the transportation arrangement is done from the booked hotel.
- Coordinating with the Accounts department for the Bills & Settlements

Summary of Organizational Experience:-

1) Worked as an Officer-1 in Co-op. Bank, Mangalore, India 1998 – July 2012 :-

- Maintenance of day to day financial and accounting records.
- Coordination and overall management of bank policies.
- Administrative tasks also include scheduling of work time.
- Procedures and assignments to staff and other office volunteer workers.
- Administrators design and implement staff communication programs to ensure ongoing, positive communication, throughout the organization.
- Is also responsible for encouraging the growth and assisting in the evaluation process of staff.
- To provide administrative support to an organization and a department.
- Targeting to achieve the profit & improvement every year.
- Playing an important role for the Individuals & Societies banks Duties by rendering good services.

2) Worked as an Account Asst. in Dewan Housing Finance Co. Mangalore, India (1996 – August 1998) :-

- Assist supervisors and department heads in the accounting department.
- Compilation of documents and sort invoices, bills and checks.
- Reconcile bank statements, encode and enter accounts payable.
- Prepare for the vouchers, billing, its invoices and checks.
- Reconcile monthly bank statements and other kinds of account statements
- Handle collections and billing activities.
- Prepare monthly billing statements for reporting purposes.
- Compute and verify totals when there is a need for some verification of accounts.
- Conduct research for General Ledger and reconciliation matters.

3) Worked as an Office Assistant in Mahabala Hospital, Mangalore, India (1995-1996):-

- To handle all the major office work which includes receiving and answering telephone calls, relay conversations and maintaining accuracy in his work.
- Responsibility deals with the primary contact and maintains report of the client assessments, visitors and people going in or out of the organization.

- To answers all the queries made by the clients.
- Maintain a full record of the purchase and supplies made.
- Ensure that all the records are kept at their specific place and can be assessable easily at any point of time.

EDUCATIONAL QUALIFICATIONS

- 1986 – 87: SSLC in St. Cecily’s Girls High School, English Medium, Udupi.
- 1987 – 89: PUC in Mahatma Gandhi Memorial College, Udupi.
- 1988 – 90: English Typewriting Junior. & Senior.
Hindi Typewriting Junior & Senior.
Kannada Typewriting Junior & Senior.
- 1989 – 92: B.Com from Mangalore University.
- 1992 - 94: PGDCA - Diploma in Computer Software in Manipal
Institute of Technology, Manipal.
Financial Accounting – Tally 7.2”

PERSONAL PROFILE

- Husband’s Name : Mr. Vishwanatha
- Date of Birth : 10-12-1971
- Nationality : Indian
- Marital Status : Married
- Languages Known : English, Hindi, Kannada and Tulu.

PASSPORT DETAILS

- Passport No. : N5190407
- Place of Issue : Bahrain
- Date of Issue : 19-04-2016
- Date of Expiry : 18-04-2026

Date : 10.07.2020

Place : Bahrain

Sd/-

Shreelatha Vishwanatha