

Resume



LINET SEEMA VAS

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Address : Dubai

CAREER OBJECTIVE

- ☐ Professional in the field of Accounts and Recruiting currently in a manpower supply organization, being competitive, determined & goal oriented. Seeking a career to utilize my knowledge, personal skills to gain comprehensive understanding of a reputed organization so as to take responsibility and contribute significantly and to achieve career growth through a continuous process of learning & keeping myself updated in the changing scenario and become a successful professional.

WORK EXPERIENCE

- ☐ Worked as Junior HR/ Admin since October 5th 2017 to January 2nd 2021 for B and C Traders Mangalore

Roles and Responsibilities:

- 1) Forming and maintaining employee records.
- 2) Updating internally, such as sick and maternity leave.
- 3) Assist with performance management team.
- 4) Reviewing and renewing company policies and legal compliance.
- 5) Update job descriptions.
- 6) Sourcing potential candidates from various online channels.
- 7) Send job offer emails and answer queries about compensation and benefits.
- 8) Schedule meetings, interviews, HR events and maintain agendas.
- 9) Perform orientation and update records of new staff.
- 10) Complete termination paperwork and exit interviews.

June 2021- Admin Cum Accounts Executive, AL Qannaatii- BKC Group of Companies

1. Entering financial information and employee timecards in the appropriate software programs.
 2. Prepare Financial documents such as Client invoices.
 3. Preparing Labor Vacation Settlements.
 4. Generating Supplier Labors Timesheets
 5. Preparing the Suppliers labors deductions- Accomodation Charges and Tools.
 6. Posting suppliers invoices in Tally
 7. Preparing Journal Vouchers, Tax Invoices, Credit Notes & General Ledger posting.
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EDUCATIONAL QUALIFICATIONS

Qualification	Institute	Board	Year
MBA (Finance & HR)	St. Joseph Engineering College, Mangalore	Visvesvaraya Technological University, Belgaum	2017
Bachelor of Commerce	Pompei College, Aikala	Mangalore University	2015
Pre University (Commerce)	Pompei P.U College, Aikala	Pre-University Board	2012
Matriculation	Maryvale High School, Kinnigoli	Karnataka Secondary Education Board	2010

SOFTWARE SKILLS

- _ Best knowledge in MS-Office, Internet Basics.
- _ Completed Diploma in Computer Applications successfully in MICE.

ACADEMIC PROJECT

- Project work conducted at UCO bank, Kinnigoli, India. Project on “Study on Non-fund based credit facilities and its effect on the overall profitability as against fund-based credit facilities of UCO bank”.

ACHIEVEMENTS

- Conducted a field study on the behavior of urban shoppers in shopping malls.
- Participated in orientation workshops conducted by St. Joseph Engineering College, Mangalore.
- Attended Communication and Soft Skills workshop held at Pompeii College, Aikala.
- Attended Outbound Training Camps in School and College Level.

PERSONALITY TRAITS

- ☐ Good versatility and adaptability
- ☐ Great communication skills.
- ☐ Ability to work under pressure.
- ☐ Hardworking person.

PERSONAL DETAILS

Name in full	: Linet Seema Vas
Date of Birth	: 27/04/1994
Gender	: Female
Nationality	: Indian
Language Proficiency	: English, Kannada, Hindi,Konkani.
Passport details	
Passport number	: R6025246
Passport valid till	: 18-10-2027
Visa status	: Employment Visa

I hereby declare that the information given above is true to the best of my knowledge and have all relevant documents to authenticate the same

(Linet Seema Vas)