

MELWIN D ALMEIDA

United Arab Emirates

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CAREER OBJECTIVE:

To obtain a challenging and suitable position in a progressive organization that provides me a chance to explore my skills and ability towards the success of both.

PROFESSIONAL SUMMARY

Attributes / Abilities:

- Self- motivated, Methodical and process driven
- A team player, Continuous learner and proactive
- Ability to handle pressure and meet deadlines

Strengths:

I am proficient in Microsoft Excel and Word. I have been trained on various other accounting systems used by my employers. I work well independently or as a team member with excellent oral and written communication skills. Always willing to learn new things and adapt as per organizational goals.

EXPERIENCE:

ADMIN

Worked as a 'Admin/HR' in **Technocrats Contracting LLC**, Abu Dhabi, UAE. [May 2021 to August 2022]

- Maintain manpower and vehicle allocation of all sites.
- Arranging interviews and confirming interviews by email and telephonic.
- Arranging employee's profiles and Offer letters.
- Coordinating and communicating activities for the office, including all employee events.
- Coordination with 3rd party centers for the employee visa apply and if any employees are resigned their visa cancellation.
- Coordinate with Sub contractors for the 3rd party all types of training arrangements.
- Invoice received from the vendor and verifying.
- Follow- up for Invoice payments from vendors.
- Maintaining all the records on Electronic and Hard copy.
- Updating databases with confidential and relevant information.
- Arrange accommodation and transportation for employees.
- Arranging construction materials to Site as per requirements.
- Follow-up for CICPA Passes from our PRO for Employees.
- Maintaining records of Company Asset and other materials.
- Purchase supply of products/materials.
- Purchasing materials as per site requirements and delivering.
- Any other work assigned by our Management.

ADMIN

Worked as a **'Admin'** in **ROBTSTONE (ME) LLC**, Abu Dhabi, UAE. [November 2017 to February 2020]

- Prepare and maintain Manpower, Vehicle and Equipment's allocation.
- Arrange transportation to inside and outside site activity.
- Follow-up for CICPA pass arrangement and coordination with HR team.
- Follow-up with HR team on Visa's.
- Petty cash preparation and book keeping.
- Payroll preparation and sending to accounts.
- Prepare critical reports like daily strength report & monthly direct & indirect manpower status.
- Prepare attendance record via time track attendance system. Compile employees' time and production records, reviews timesheets, work charts, and timecards for completeness.
- Compute total time worked by employees, post time worked to master timesheet, and endorse to payroll department.
- Perform all other operational related duties as assigned.

DATA ENTRY OPERATOR

Worked as a **'Data Entry Operator'** in **SAKALIKA ENTERPRISES**, Hungarcutta, India. [July 2016 to August 2017].

- Perform general data entry, Microsoft Excel and Word.
- Input data into a variety of computer programs with pace and correctness.
- Perform a wide variety of secretarial tasks in support of the business.
- Contact with internal and external customers.

OFFICE ASSISTANT

Worked as a **'Data Entry Operator cum office Assistant'** in **SAINT MARY'S SYRIAN ENGLISH MEDIUM SCHOOL**, Brahmavar, India. [December 2013 to May 2016]

- Data entry duties depending on the task set.
- Assisting the office maintenance team in organization and repair of office equipment.
- Processing information - Compiling, coding, categorizing, calculating, or verifying information or data.
- Documenting/recording information - entering, recording, storing, or maintaining information in written or electronic/magnetic form.
- Office support- such as photocopying, binding, filing and faxing.
- Any other works assigned by the superiors.

CASHIER

Worked as a **'Cashier'** in **SANJEEVA RESTAURANT**, Udupi, India. [December 2012 to November 2013]

- Hands-on experience in accepting payments from customers and issue receipts.
- Highly skilled in using scanners, cash registers, and calculators to calculate the price of items that customers buy.

- Proven record of using the right process for cash, credit cards, or other types of payment.
- In-depth knowledge of handling returns and exchanges of goods.
- Comprehensive understanding in money counting and reconcile it with register at the beginning and end of shift.

QUALIFICATION:

- S.S.L.C. from Karnataka Secondary Education Board

Computer Skill:

Industrial Accountant (CIA), from Institute of Computer Accountants (ICA) Udupi.

Proficiency in subjects: Business Computer Application, Tally ERP.9, Microsoft Office 2016, E-Commerce and Internet.

PERSONAL PROFILE:

- Date of Birth : 02/11/1993
- Nationality : Indian
- Language Known : English, Hindi, Kannada, Konkani
- Religion & Caste : Christian
- Marital Status : Single
- Hobbies : Playing Cricket
- Passport Number : M4690470
- Passport Expiry Date : 22/12/2024
- Place of Issue : Bangalore
- UAE Driving License : 07/11/2023 (4 Wheeler Manual)
- Visa Status : Employment visa [UAE]

Declaration:

I hereby declare that all the information set out in this application is true to the best of my knowledge and that my misrepresentations will disqualify my candidature.

Melwin D Almeida