



# Shalini Juyal Pant

## Office Admin & P.R.O

### OBJECTIVES

I would like to work in a profession environment where I can show my abilities, talent and a sense of dedication towards my duties with a sole aim of being a part in the success of the organization and make myself a valued asset of the organization.

### MAIL

shalinijuyal16@gmail.com

### ADDRESS

Electra Street Abu Dhabi (U.A.E)

### PHONE

0504329484,0528782296

### EDUCATIONS

High school in NIOS Board.  
Intermediated [PCM] in NIOS Board.  
Graduation in H.N.B.G University.  
Post-Graduation in H.N.B.G University.

### TECHNICAL QUALIFICATIONS

Degree in Hardware & Networking  
Proficiency in Tally 7.5  
Proficiency in ERP 9  
Proficiency in MS Excels Programs  
Proficiency in VAT

## WORK EXPERIENCE \_\_\_\_\_

### OFFICE ADMIN AND P.R.O

2019 – Oct-2023 | Citizen Bus Transport LLC  
(Abu Dhabi)

- Responsible for new employment visas / work for all expatriate employees.
- Monitor and renew employee residence permits.
- Facilitate obtaining and renewal of Expatriates passports for employees and dependents.
- Advertise job openings on company's careers page, social media, job boards and internally.
- Provide shortlists of qualified candidates to hiring managers.
- Send job offer emails and answer queries about compensation and benefits.
- Collaborate with managers to identify future hiring needs.
- Act as a consultant to new hires and help them onboard.
- Responsible for registering and renewal of the vehicles.
- Responsible for making accident reports and claim vehicle insurance.
- Manage vehicle maintenance from workshops.

### JUNIOR ACCOUNTANT/CASHIER

2017 - 2019 | Narendra Explosive Limited  
(India)

- Receive payment by cash, check, credit cards, vouchers, or automatic debits
- Maintains financial records for subsidiary companies by analyzing balance sheets and general ledger accounts.
- Maintains general ledger accounts by reconciling accounts.
- Handling Cash, Passing Entries of Cash Vouchers.
- Count money in cash drawers at the beginning and ending of shifts.
- Pay company bills by cash, vouchers, or checks.
- Passing sales and purchase entries with respective tax effects.
- Preparation of Attendance in excels.
- Passing Attendance entry in Payroll in tally.
- Preparation of Salary & Distribution of Salary.

### **MY PROFILE**

Gender : Female  
Marital Status : Married  
Nationality : Indian  
Religion & Caste : Hindu, Brahmin  
Visa Status : Visit Visa

### **PERSONAL SKILLS**

Team Leadership  
Friendly & Helpful  
Pro Active  
Well Mannered  
Efficient  
Ability to Adopt Environment

### **LANGUAGES**

English (Professional)  
Hindi (Native)  
Nepali (Basic)

### **HOBBIES**

Reading novels  
Travelling  
Learn online encoding programs  
Watching inspirational videos  
Surfing on internet

**REFERENCE AVAILABLE  
UPON  
REQUEST**

## **JUNIOR ACCOUNTANT/CASHIER**

2015 - 2017| Windlass Residency (India)

- Handling Cash, Passing Entries of Cash vouchers,
- Passing sales and purchase entries.
- Preparation of Attendance in excel.
- Distribute salary to employees.
- Receive payment by cash, check, credit cards, vouchers, or automatic debits.

## **CUSTOMER CARE EXECUTIVE**

2014 - 2015| Oberoi Motor Sales (India)

- Answer calls professionally to provide information about products and services.
- Keep records of customer interactions and transactions, recording details of inquiries, complaints, and comments, as well as actions taken. Process orders, forms and applications.
- Follow up to ensure that appropriate actions were taken on customers' requests.
- Refer unresolved customer grievances or special requests to designated departments for further investigation.

## **CUSTOMER CARE EXECUTIVE**

2012 - 2014| Nisan Motor Sales (India)

- Answer calls professionally to provide information about products and services.
- Keep records of customer interactions and transactions, recording details of inquiries, complaints, and comments, as well as actions taken. Process orders, forms and applications.
- Follow up to ensure that appropriate actions were taken on customers' requests.
- Refer unresolved customer grievances or special requests to designated departments for further investigation.