

# Paominhao Haokip

*Dedicated, Hardworking and a quick learner with excellent leadership and experience in data analysis, administration and Public Relations.*

## Contact

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## Skills

Web Development

Data Analysis

Administrative support

Media and Advertisement

Risk Management

Public Relations



## Work History

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|----------------------|---|
| 2023-06 -<br>Current | <b>Administrative Officer &amp; Research Analyst</b><br><i>Kristu Jayanti Autonomous College , Bangalore</i> <ul style="list-style-type: none"><li>• Data Curator, MailMerge &amp; Research Funding</li><li>• Faculty profile, Full research Publications</li><li>• Verification of research articles, Book, Book Chapters and conference proceedings.</li><li>• Managed files and records for Students and Staff and adhered to safety procedures. Supervised and guided new employees</li><li>• and responded quickly to questions to improve understanding of job responsibilities.</li><li>• Prepared reports to assist Head of University with key decision making and strategic operational planning.</li><li>• Assisted development and implementation of new administrative procedures.</li></ul> |
| 2020-23 -            | <b>Public Relations Officer/ Data Analyst</b><br><i>Legislative member , Manipur</i> <ul style="list-style-type: none"><li>• Data entry, risk management and Data analysis</li><li>• Screened calls and emails and initiated actions to respond or direct messages for other legislative members.</li><li>• Processed travel expenses and reimbursements for executive team and senior management.</li><li>• Managed executive calendars and scheduling.</li><li>• Worked with senior officials to initiate new Projects and contracts.</li><li>• Coordinated events and worked on ad hoc projects.</li></ul>   |



## Notable posts

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- General Secretary Industrial Relations Forum
- Joint Secretary of the North East Students, Bangalore
- Vice President of Kuki Students Organisation, Bangalore
- BJP Saitu Mandal Coordinator



## Education

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Alumni of **Bishop Cotton Boy's School**, Bangalore

**2012-15 - Bachelor of Arts: Industrial Relations,  
Economics, Sociology**  
*St. Joseph College- Bangalore*

**2015-17 - Master of Arts : Economics**  
*Kristu Jayanti College - Bangalore*