

RESUME

Regina Dias

Pancham Apartment
B No. 204, B Wing,
Nr. Sapna Cinema,
Zenda Bazar,
Vasai – 401201.
Ph: +91 9892936132

Objectivity:

My aim is to add value in the progress of the organization by constantly enhancing my skills and knowledge.

Professional Experience:

Sofitel Mumbai BKC

Oct 3, 2012 till Oct 8, 2013

Worked as Secretary in the Human Resource Department

- Handling Recruitment & Exit formalities
- Following up for the staff appraisal & Bi – Annuals
- Coordinating with the placements and scheduling for interviews
- Scheduling Interviews with the Department Head, Director HR & Final round with General Manager
- Scheduling Inductions, Joining Formalities of New Joinees
- Documentation (New Joinees)
- Updating of Notice Board (Human Resource)
- Scheduling of new joinees meet with the Director of Human Resource

Oberoi Hotels & Resorts, Mumbai

June 2006 till April 2011

Worked as Secretary in the Human Resource Department

- Handling Recruitment & Exit formalities
- Preparing transfer notes
- Providing Housing assistance
- Letters – Appointment Letters, Probation Letters & Confirmation
- Working with the HRIS (data entry of the staff in software system)
- Following up for the staff appraisal & Bi – Annuals
- Coordinating with the placements and scheduling for interviews
- Documentation, Scheduling Inductions, meetings with GM and VP
- Screening & Verification
- Organizing welfare Activities

Financial Software System**Sep 2005 – June 2006**

Worked with FSS as Admin – Executive

- Organizing welfare Activities
- Coordinating Travel
- Organizing conferences
- Scheduling conference calls
- Handling the daily administration duties.

Hongkong Shanghai Banking Corporation Ltd**December 2004- Jan 2005**

Worked as Secretary in Human Resources Department.

- Data Entry of staff details in Software System
- Filling
- Letters – Appreciation

Ras Resorts Pvt. Ltd**July 2004 – Nov 2004**

Worked as a Coordinator.

- (Handling calls of the customers and briefing them about the packages
- Taking down dictation and drafting letters

Radhakrishna Hospitality**March 2003- June 2004**

Worked as a Secretary to the General Manager

- Taking down dictation and drafting letters.
- Filling of the documents.
- Preparing travel statements.
- Booking of the travel tickets etc.

ICICI**Aug 2002 – Dec 2002**

Worked as Tellicaller for DSA of ICICI - related to Auto Loans.

- Handling calls of the customers
- Calling from the data base.

Vinmar International**March 2001 to May 2002**

Worked as Office Assistant.

- Preparing Performa invoices
- Preparing agreements.
- Follow ups for payments
- Coordinating with units

Education Qualification:

Passed SSC in the year 1993 from Maharashtra State Board securing 58%.

Passed HSC in the year 1995 from Maharashtra State Board securing 60%.

Passed B Com in the year 1999 from Maharashtra State Board securing 48%.

Professional Qualification :

Executive Secretarial Course from **Clares Institute, Bandra**

December 2000

Strength:

- Dedication to my work

Personal Details:

Name	: Regina Dias
Husband's Name	: Sanjay Dias
Date of Birth	: 15.12.1976
Marital Status	: Married
Nationality	: Indian
Sex	: Female
Languages Known	: English, Hindi & Marathi
Email Id	: princered.rose@rediffmail.com

Place: Mumbai.

Date:

Regina Dias