



## PROFILE

A motivated **administrative** professional seeking a position in a challenging environment. Over 2.5 years' experience successfully providing administrative support to the operational department. Proficient in a range of computer applications. Well-developed communication and customer service skills.

## CONTACT

PHONE:  
+971501236089

LINKEDIN ID:  
[www.linkedin.com/in/vineeth-ptrick](http://www.linkedin.com/in/vineeth-ptrick)

EMAIL:  
[vtrick999@gmail.com](mailto:vtrick999@gmail.com)

## ADDRESS

Al Jimi  
Al Ain  
UAE

## PERSONAL DETAILS

Date of Birth : 17/07/1994  
Languages : English, Hindi,  
Malayalam, Arabic  
Marital Status : Single  
Nationality : Indian  
Visa Status : Residence Visa

# VINEETH PATRICK JOHNSON

## EDUCATION

### B.A English Literature

Bharathiar University  
2016 – 2018

### Plus Two

GHSS Chathannoor Kollam, Kerala, India  
2012

### SSLC

The Model School, Abu Dhabi, UAE  
2010

## WORK EXPERIENCE

Period: **July 2019 – Present**  
Employer: **MCC Technology LLC, Dubai**  
Job Title: **Front Office Admin**

- Coordinating the Service & Maintenance team.
- Quotation preparation (Project, Fit out and AMC).
- Timely renewal of Annual Maintenance Contract.
- Preparation of Installation Certificates for the approval of Dubai Civil Defense.
- Keeping track of the Materials in the inventory and updating the Purchase Department.
- Answering company hotline and provide company information, transferring enquiries and requests, and handling them when appropriate.
- Maintains office system, organizing, storing of paperwork, documents and computer-based information - filing of employee files and scanning of documents.
- Tracking the whole Department's attendance, leave schedule and its timely submission to HR.
- Sorting and distributing incoming documents and organizing it and other paper works, documents and computer-based information.
- Ordering and maintaining stationery and kitchen items for Management Office, ensuring availability as required.
- Handles uniform issuance to staff
- Deals with all types of letters and emails
- Arranging meetings
- And undertaking additional responsibilities as required.

Period: **November 2017- October 2018**  
Employer: **Tharamel Enterprises (Kerala, India)**  
Job Title: **Front Office Admin**

- Coordinating Data Verification for various banks and finance companies (HDFC, Axis Bank, Punjab National Bank, Tata Capital Ltd, Bussan Auto Finance India Pvt Ltd and Toyota Financial Services) for loan applications.
- Timely follow up with field agents and making sure the work is done on time.
- Preparing daily reports and MIS, Doing Telephone Verification.
- Providing administration support to both office operations and to the manager.
- Managing the office operations ensuring adequate office supplies, tidiness and maintenance of the office environment.
- Answering and directing phone calls.
- Supervising staffs and dividing responsibilities to ensure performance.
- Maintaining general filing system and file all correspondence, reports and important documents.

#### **SKILLS & STRENGTH**

---

- Proficient in MS office (Word, Excel & Power Point).
- Good communication and interpersonal skills.
- Basic Arabic typing.
- Excellent knowledge in Internet Applications.
- Filing/paper management.
- Equipment handling.
- Adaptability.
- Time management.
- Dedicated and hardworking.
- Self-motivated.
- Focused and confident with positive attitude.
- Dependable.
- Task oriented and time management skills.

#### **DECLARATION**

---

I hereby declare that the above-mentioned particulars are true to the best of my knowledge and belief.