



HEEMA VINOD KUMAR

OFFICE ADMINISTRATOR

055 760 1772

Hvinodkumar1989@gmail.com

PERSONAL INFORMATION

VISA STATUS : VISIT VISA
DRIVING LICENSE : UAE CAR
LICENSE
DATE OF BIRTH : 18/02/1989
MARITAL STATUS : MARRIED
LANGUAGE KNOWN : ENGLISH, URDU
& PUNJABI

IT SKILLS

HRMS SOFTWARE

FAX

ERP

I PORTAL

ORACLE

MS OFFICE

(WORD/EXCEL/POWERPOINT/OUTLOOK/A
DOBE)

VIDEO CONFERENCING (TEAMS/ZOOMS)

SECURITY SYSTEMS

(MORPHOMANAGER/FINGER EGRESS)

ADDITIONAL CERTIFICATIONS

FIRST AID

FIRE MIRSHAL

ACADEMIC QUALIFICATIONS

DIPLOMA – HUMAN RESOURCE- NIBM,
INDIA (2012)

BSC GRADUATE – RANCHI UNIVERSITY,
INDIA (2010)

HOBBIES

TRAVELLING

WATCHING MOVIES

DRIVING

Dedicated and proactive Office Administrator with 10 years of total work experience in managing office operations in fast paced deadline driven environment. Skilled at working effectively with different departments to coordinate information and resolve problems.

PROFESSIONAL EXPERIENCE

Company: AHI Carrier LLC, SAIF Zone, Sharjah

Office Administrator/Receptionist/HSE coordinator (June 2018 – June 2021) 3 years
Responsibilities

- Welcoming Visitors – Allocating Meeting rooms, offering refreshments.
- Managing office supplies (Stationery, Office supplies, tea coffee water etc)
- Managing office services (Fax, Main line , PO Box, Incoming post ets)
- Coordinate meeting logics, including reserving conference rooms, equipment set up.
- Managing travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations.
- Booking shipments (Domestic & International – Packages & Documents)
- Managing cleaning staff/office boys and drivers to organize daily routine activities
- Managing Facilities team (Catering/Office Facilities/Plants/External Vendors/transport)
- Office building security systems – Access cards enrollment/Parking slots/sim cards/Id cards/fuel cards)
- Handling maintenance related queries related to office space planning/furniture installation, dismantling relocation
- Assisting HR team in compiling daily attendance reports(leaves), Temperature checks & Updating JD's Org Charts, consolidating personal calls on sim cards/landline
- Organizing company get together and parties/events.
- Assisting Head HSE to conduct Annual ISO audit & also monthly audits (Certified Fire Marshal & First Aider)
- Renewing Company vehicles, updating salik tags and recording fines as per the mileage sheets.

Company: Evolution Events LLC, Jebel Ali, Dubai

Office & Event Administrator (Dec 2013 – March 2018) 4 years
Responsibilities

- Helping and Assisting the Managing Director in preparing reports and submitting them to meet the deadlines for the events
- To investigate and co-ordinate logistical arrangements required for a successful event, such as Crew transport, accommodation & time management.
- Arranging Trucks & Labors for the events.
- Organizing and assigning crew for Events and planning a time table for the Crew.
- Helping the Accounts team for submission of monthly DEWA/SEWA/ETISALAT bills.
- Preparing accreditation documents for the staff to access security checks on site
- Ordering and maintaining stationery and equipment
- Arranging travel and accommodation for staff or customers and other external contacts.
- Delegating tasks and accountabilities to several departments
- Organizing recruitment and placement of required staff.
- Assisting staff with routine HR related questions, serving as the first point of contact for employees to resolve the problems.
- Coordinating with the PRO for arranging Sharjah Visas.
- Tracking and organizing Visa renewals and arranging necessary paper work according to latest Sharjah Labor Laws.
- Updating and maintaining Staff files.
- Keeping records for Staff Casual and annual leaves.
- Tracking Attendance
- Booking Annual Air tickets for the Staff as per the budget assigned.
- Renewing Tenancy contract for the office and staff accommodation and maintaining records
- Renewing Company vehicles, updating salik tags and recording fines as per the mileage sheets
- Establishing work schedules and supervising several departments. Monitor and evaluate performance of different departments.

Indian Work Experience

Company: Promed Group (Sentis Pharma), Delhi, India

Executive Assistant to VP – R&D (Dec 2010 – Jan 2013) 3 years