HEEMA VINDO KUMAR

**RESUME OBJECTIVE**

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***Company: AHI Carrier LLC, SAIF Zone, Sharjah***

***Office Administrator (June 2018 – June 2021)***

***Responsibilities***

* **Respond to telephone, email, walk-in and website inquiries and forward to concerned teams.**
* **Managing office inventory (Stationery, Office supplies etc)**
* **Managing Conference Rooms bookings**
* **Managing Business travel and visas in absence of the travel Coordinator**
* **Organizing lunch for guests**
* **Booking shipments (Domestic & International – Packages & Documents)**
* **Liasoning with Saif zone for Labour/Truck/Cleaning Staff.**
* **Managing Office boys and drivers to organize daily routine activities**
* **Helping accounts teams consolidating personal call charges on company sim cards**
* **Issuing/cancelling ADNOC/EPPCO fuel cards**
* **Managing maintenance and new projects related to AC, Electricity, Fire maintenance, plants, transport & catering**
* **Assisting HR team in compiling daily attendance reports, Temperature checks & Updating JD’s Org Charts**
* **Organizing company events**
* **Assisting Head HSE to conduct Annual ISO audit**
* **Renewing Company vehicles, updating salik tags and recording fines as per the mileage sheets**

***Company: Evolution Events LLC***

***Office & Event Administrator (Dec 2013 – March 2018)***

***Responsibilities***

* **Helping and Assisting the Managing Director in preparing reports and submitting them to meet the deadlines for the**
* **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.**

**EXPERIENCE**

Office Administrator with 8+ years of experience organizing presentations, preparing facility reports, and maintaining the utmost confidentiality.

Butina, Sharjah

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**SKILLS**

MS office

SAP/ERP

I portal/FAX system

Morphomanager

Finger egress (Temp check)

High School – India

10+2 (CBSE Board)

PCM

**EDUCATION**

OFFICE ADMINISTRATOR