

CURRICULUM VITAE

VIMAL P.D

Post Applied for Admin Officer / Office Secretary

Mob: +973 - 39548103 (Bahrain)

Mob +91 – 9207391145 (India)

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Career Objective

To pursue a challenging and growth oriented career in an organization that offers opportunities to learn & grow by delivering the results.

Key Responsibilities Handled

- ✓ Provide full secretarial support to the Project Manager and Team for smooth running of Projects.
- ✓ Preparation of Minutes of Meeting, Client Correspondences etc.
- ✓ Maintain a proper and user friendly filing and tracking system for recording Client Correspondences such as letters, Minutes of Meetings etc.
- ✓ Undertake any ad-hoc admin projects/duties as required.
- ✓ Assist to check and verify staff claims and invoices for project team
- ✓ Manage the company's sensitive information with strict confidentiality.
- ✓ Preparation of letters, presentations, Circulars, reports etc.
- ✓ Compose, transcribe and verify all communications and/or technical and administrative data.
- ✓ Maintain schedules and calendars, organize and coordinate meetings, conferences
- ✓ Implement and maintain office systems.

Personal Qualities:

- ✓ Good organizational skills.
- ✓ Highly trustworthy, discreet and ethical.
- ✓ Excellent communication skills
- ✓ Keen observer

Technical Skills

- ✓ Well versed with MS office (MS Word, MS Excel, Outlook)
- ✓ Experienced in working on Tally 9.0
- ✓ Familiar in Web Mailing, Online jobs etc...

Job Experience:-

- Worked as Assistant Manager in Manappuram Finance From June 2007 to March 2010. **(3 Years in India)**
- Worked as Secretary in Nasser S Al-Hajri Corporation, KSA from April 2010 to April 2016 **(6 Years in Saudi Arabia)**
- Working as Secretary in Nasser S Al-Hajri Corporation, Bahrain Since July 2017 to Till Date

Educational Qualification: - Bachelor of Commerce with Computer Application from Kerala University with First Class

Personal Profile:-

Date of birth : 30th May '1985
Father's Name : Dileep P.V.
Languages Known : English, Hindi, Malayalam, Tamil etc..
Marital Status : Married
Passport number : P6557038
Nationality : Indian

Bahrain CPR No : 851376061
Present Address : Punnavila Veedu,
Kakkodu PO, Aickarakonam
Kollam (District)
Kerala – 691305
India

DECLARATION

I hereby declare that all above given particulars are true and correct to the best of my knowledge and belief.

Thank You,

Bahrain

Vimal P.D