**CURRICULUM – VITAE**

**Rubin.Ramdas**

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Educational Qualification

* January 2014- January2016 -**Masters in Business Administration (MBA)** from Dublin Business School. (Core Modules – International Management, Performance Driven Marketing, Financial Analysis, Project Management, Human Resource Management, Business Strategy, Research Methods)
* 2005-2008: **Bachelors in Business Administration (BBA)** from BITIC (Birla University of technology, Bahrain). Specialization In Finance with a **GPA (Grade point Rating) of 7** in the final term) (Relevant Course Work – Human Resource Management, International finance, Exchange rate Mechanism, Export Import Documentation, Project Management, Services Marketing, Research Methodology, Advertising Management, Operations Research, Management Information Systems)
* 2005 : Passed HSC examination from the Indian School, Bahrain (CBSE) with **77% marks in Commerce Stream** (Relevant Course Works in Final Year : Accounting, Economics, Business Studies, Informatics Practices, English)
* 2003: Passed SSC examination from the Indian School, Bahrain (CBSE) with **first class** marks.

Work Experience

2018 to present - Working as Administrator and Marketing Head at Sai Consultancy, Bahrain

**Job Responsibilities:**

* *Plan and coordinate administrative procedures and systems and devise ways to streamline processes.*
* *Troubleshoot and resolved system related issues in real-time.*
* *Performed regular system performance checks and identify any potential issues.*
* *Research and identification of software products and perform upgrades on systems.*
* *Monitor security measures for firewalls, intrusion detection systems, anti-virus software, content filtering to ensure the protection of computer systems.*
* *Management of social media pages.*
* *Oversee facilities services, maintenance activities.*
* *Monitor costs and expenses to assist in budget preparation.*
* *Monitor company KPI’s in reaching targets.*
* *Responsible for Market Research and managing promotional activities.*
* *Analyze, review and report on all Marketing Strategies.*

December 2017 to June 2018 – Worked as Administrator at Hellmann Worldwide Logistics, Dubai

* Handling, managing, coordinating and overseeing logistics and day to day operations of inbound and outbound shipments for assigned locations .
* Coordinating with the warehouse on inbound and outbound movement for customers and maintaining a daily record of shipments moving and forwarding reports and updates to customers on a daily basis.
* *Interface with the internal stakeholders regarding all air, sea and land import/export shipments and related activity, maintenance of proper and accurate documentation.*
* *Receiving, reviewing and processing high volumes of export transactions including review and verification of import/export documentation.*
* *Generating reports using Warehouse Management System on a daily basis.*
* *Creation of In and Out Gate passes for local as well as cross trade shipments.*
* *Maintaining meticulous documentation in order to keep a track of the orders in hand for dispatch.*
* *Database Management using advanced excel skills.*

February 2016 to July 2017 (Post MBA studies): Harvey Healthcare, Dublin - Ireland worked as Administrator and major responsibilities included planning, coordinating daily operations and medical care for patients, updating policies and procedures, bookkeeping for facility inventory cash flow, ensuring compliance with all state and federal regulations.

2010 till November 2013**:** Worked with **Ferreira and Koach Immigration Services**, members of Immigration Consultants of Canada Regulatory Council as Senior Administration

And HR Assistance Officer.

**Office Administration:**

**Job Description**

* Responsible for day to day activities of prospective clients looking for migration to Canada, Australia
* Screening, initial assessments of Prospects Resume & determining their chances of qualification under skilled migrant category.
* Explaining documentation packages to Clients.
* Follow-ups on existing clientele, giving updates on their document requirements, current status.
* Correspondence with Canadian High Commission Abu Dhabi and London for document requests of clients.
* Addressing to post Landing queries.
* Computerize Visit Visa applications.
* Maintenance and creation of Media lists and editorial Calendars.
* General Administrative duties (Faxing, Filing, Photocopying, Phone calls, Couriering).
* Assisting Weekly Seminars in **Bahrain** and monthly seminars in **Qatar** (Meeting of candidates and screening Relevant Documents).
* Correspondence with prospects and existing clients from KSA, India, Qatar, Kuwait, Oman.

***Human Resources:***

**Job Responsibilities:**

* *Assist the HR Manager and HR Officers in the day to day operations.*
* *Posting of Ads through media, screening of CVs, on-boarding, induction and drafting of contract.*
* *Update and maintain records in the personnel information system and run standard and ad hoc queries (Query Manager)*
* *Coordinating with HR Head for Visa processing, payment of fees and charges.*
* *First point of contact in absence of HR Manager, answering queries and/or preparing answers under supervision of HR Manager.*
* *To ensure all operations are being performed as per the rules and regulations and section guidelines of superiors.*

2008**:** Worked with **Future Bank**, Bahrain as graduate trainee in various departments such as Trade Finance, Credit administration, Customer Services and as back up staff for day to day operations.

**Major Responsibilities:**

* Performed credit assessment for customer loan applications including personal loan, mortgage loan. Handled documentations & other credit administration matters.
* Worked with customers on day to day basis, meeting their banking needs, answering queries, updating system based on customer transactions at customer services department.
* Managing Letters of Credit, Bill discounting, bonds & other bill negotiations with the bank. Checking and processing of export-import documentation.

**Computer Knowledge:**

* Proficiency in MS Office Suite-MS Word, Excel, PowerPoint.

IELTS from BRITISH COUNCIL, INTERNATIONAL CENTRE, BAHRAIN.

Use of Photoshop/Lightroom.

**Key Job Skills:**

* Effective oral and written communication skills.
* Been coordinator for degree group assignments.
* I work well in-group situations and enjoy being part of a team.
* Willingness to learn quickly and perform efficiently.

**Interest &Hobbies:**

* Listening to music of various regional languages
* A sports enthusiast. Areas of interest in games include Soccer, Tennis, Formula1, Cricket, Hockey and Rugby.

**Personal Information:**

* Nationality : Indian
* D.O.B : 12th October 1985
* Marital Status : Single
* Passport No : M9336563

Date of expiry: 14-06-2025

References

**Peter Ferreira**

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