



Neema Vinod

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🌐 **LinkedIn:** <https://www.linkedin.com/in/neema-vinod>

Gender: Female **Date of birth:** 15/09/1994 **Nationality:** Indian

ABOUT ME

To seek a challenging and responsible position in a reputed organization where my skills and capabilities are best utilized, and my professional skills are enriched. I have a strong asset base of putting sincere efforts to any work assigned.

WORK EXPERIENCE

[16/04/2023 – Current]

SME/Residential Sales Officer

Nuettel Communications

City: Amwaj Island | **Country:** Bahrain

- Answer and direct phone calls.
- Oversee and counsel clients.
- Pay close attention to each client's demands and follow up with business.
- Market new products by educating consumers.
- To consider and handle any concerns.
- Maintain the equipment for which we offer post-purchase servicing.

[29/09/2021 – 13/04/2023]

Sales Representative

Viacloud W.L.L

City: Manama | **Country:** Bahrain

- Answer and direct phone calls.
- Organize and schedule appointments and meetings.
- Assist in the preparation of regularly scheduled reports.
- Provide information by answering questions and requests.

[01/10/2020 – 25/09/2021]

HR/Customer Service Coordinator

Shophine Express W.L.L

City: Manama | **Country:** Bahrain

- Payroll Preparation.
- Maintain staff records.
- Maintain staff Passports.
- Respond to customer queries via email and social media accounts.
- Monitoring the shipments
- Achieving 90% delivery
- Contacting the courier companies regarding the shipment.

[01/12/2017 – 15/09/2019]

Admin/HR Coordinator

VIP Valet Parking & VIP Real Estate

City: Manama | **Country:** Bahrain

- Maintain Staff Documents
- Documents preparation for staff ID Renewal, VISA Extension, Cancellation
- Payroll Preparation.
- Update Monthly Roster.

- Maintain office files.
- Cheque preparation.

EDUCATION AND TRAINING

[21/03/2024 – Current]

Master in Business Administration

Plymouth Marjon University

Country: United Kingdom |

[21/03/2024 – Current]

Project Management Practitioner

Chartered Management Institute

Country: United Kingdom |

[21/03/2024 – Current]

Extended Diploma in Global Business Management

Scottish Qualifications Authority

Country: United Kingdom |

[10/10/2014 – 30/11/2017]

Bachelor of Business Administration

Sikkim Manipal University

Country: India |

[05/04/2014 – 10/09/2014]

Graphic Design

Global Institute for Management Science

Country: Bahrain |

[03/2012 – 03/2013]

CBSE Standard 12th

Indian School

Country: Bahrain |

[03/2010 – 03/2011]

CBSE Standard 10th

Indian School

Country: Bahrain |

LANGUAGE SKILLS

Mother tongue(s): Malayalam

Other language(s):

English

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

French

LISTENING A1 READING A2 WRITING A2

SPOKEN PRODUCTION A1 SPOKEN INTERACTION A1

Hindi

LISTENING C1 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

Tamil

LISTENING B2

SPOKEN INTERACTION C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DRIVING LICENCE

Cars: B

ORGANISATIONAL SKILLS

Strengths

- Hardworking, Sincere and dedicated.
 - Ability to work under pressure and meet deadlines.
 - Result oriented, self -motivated, resourceful and able to work independently.
 - Excellent Verbal and written communication skills.
 - Dynamic decision making.
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I know i can bring value to your organization and would love the chance to discuss how my experience and skills can contribute the growth and success of your organization.