



MINI RAMESH

Contact:+973-32321690(whatsapp)

Email ID:minip767@gmail.com

Date of Birth: 20th –May– 1973

Gender: Female

Nationality: INDIAN

Marital Status: Married

CPR: 730530604

Vision:

To prove myself being the strategic member of the organization by providing my services in a challenging and professional manner more effectively and efficiently in order to achieve organization goals. Enterprising, hard-working and technically skilled known for accuracy, attention to detail and timeliness in managing disbursement functions for diverse-industry employers.

Educational Qualifications:

1	BA (Bachelor of Arts)	Christ College, Thalasseri, Kerala, India.	University of Calicut
2	Pre Degree	United Arts College, Kallachi.Kerala,India	University of Calicut
3	SSLC	Iringannur Higher Secondary School, Kerala, India	University of Calicut

Professional Skills:

- Effective communication. (Verbal, written and presentation).
- **ENGLISH** – Fluent;
- **HINDI** – Average
- **MALAYALAM** – Fluent;
- Computer Applications: **MS OFFICE; Excel; PowerPoint**
- Excellent organizational and time management skills
- Analyzing problems and finding solutions rapidly and effectively.
- Able to meet deadlines.
- Work under pressure.
- Strong inter personal skills and ability to build effective business relation with multinational work force

Professional Work Experience:

HR 5 Years, Ruwad Al Bahrain Contracting and Document Clearance Company, Arad, Kingdom of Bahrain

SUMMARY OF KEY DUTIES INCLUDED:

Patient Relations

1. Responsible for recruiting, screening, interviewing and placing workers. also handle employee relations, visa processing, CPR, Medical, finger print, payroll, time sheet, benefits and training. **Human resources** managers plan, direct and coordinate the administrative functions of an organization.
2. Applying Follow up New Visa (LMRA)Renew, Cancellation, Pay Billing Online (LMRA)Apply and Follow up Ceiling Request, Change Occupation, Follow-up Health Check up ,Update CIO Details, Update Expatriate Address, Allow Mobility, Transfer Visa From Allow Mobility, Add Authorization, Visit Visa, Business Visa Documents, Applying for Extension Grace Period Documents, Medical Appointment, Finger Print Appointment.

New company registration submission through online

Issuing New CR Certificate, WLL CR, Individual CR and Single Person Company, Renewal Of Existing CR Certificate, Add/Remove Activity, Add/Remove Branches, Clearing Of Establishment Offense, Name and Address Changing of Establishment

3. Appointment CPR,New, CPR,Renew, CPR,Lost & Damaged CPR
4. National Worker Registration,Gosi Salary Update,Bill Payment

HR 2 Years, FM Services Group of Companies , Manama, Kingdom of Bahrain

Applying Follow up New Visa (LMRA)Renew, Cancellation, Pay Billing Online (LMRA)Apply and Follow up Ceiling Request, Change Occupation, Follow-up Health Check up ,Update CIO Details, Update Expatriate Address, Allow Mobility, Transfer Visa From Allow Mobility, Add Authorization, Visit Visa Business Visa Documents, Applying for Extension Grace Period Documents, Medical Appointment, Finger Print Appointment

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5. Appointment CPR,New, CPR,Renew, CPR,Lost & Damaged CPR
6. National Worker Registration,Gosi Salary Update, Bill Payment
7. Performs admin tasks of producing letters, reports, memorandums, etc. Input and update information of employees. Assist in recruitment and employee orientation. Email drafting and filing and documentation.General assistance during meetings.Drivers timekeeping. Communicates in an effective manner with staff, co-workers. Answers telephone communications and record messages,

Personal Information

- **Bahrain Driving License : Issue Date: 05-10-2015, Expiry Date:04-10-2020**
- Passport No:F8672779
- Marital Status: Married
- Languages: English, Hindi, Malayalam, Tamil
- Nationality: Indian
- Husband Name: Ramesh
- Blood Group: A+

Declaration

I hereby declare that the particulars given above are true.

Mini Ramesh

