



Name: Neema Vinod
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Career objective

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

Work Experience

❖ Professional Experience, Roles & Responsibilities:

VIP SERVICES - VIP VALET PARKING & VIP REAL ESTATE - Kingdom of Bahrain

Worked at **VIP Services, As Admin/HR Co-ordinator**, from 2nd December 2017 till August 2019

VALET PARKING

- ✓ Maintaining staff Documents (Passport, CPR Copy, Driving License Copy, CV, Offer Letter etc)
- ✓ Paper Works of Staff CPR Renewal, VISA Extension, Re-cancellation etc.
- ✓ Pay Roll Preparation
- ✓ Maintaining Staff Uniforms
- ✓ Maintaining the record of Staff locker number, name badge & pouches.
- ✓ Maintaining Staff Vacation Details
- ✓ Updating Monthly Duty Roster
- ✓ Preparing Invoice
- ✓ Issuing Attendance sheet For Staffs
- ✓ Checking staffs attendance sheet
- ✓ Maintaining the record of staff PH, LL, OT, Minus Hours & Sick Leave
- ✓ Monthly Vehicle Report Record
- ✓ Preparing Staff Salary Slip
- ✓ Cheque Preparation
- ✓ Maintaining Valet Tickets
- ✓ Answering Office Phone Calls & E-mail Checking.
- ✓ Maintaining Office Files

Real Estate

- ✓ Maintaining Daily Walk in Guest Record
- ✓ Updating Tenants List
- ✓ Follow Up With Tenants Receivables
- ✓ Tenants Agreement Preparation
- ✓ Maintaining Walk in Guest Registration Cards

❖ **Blue Wave Trading - Kingdom of Bahrain**

5 Years of Experience as Sales Agent

- ✓ Preparing Invoice
- ✓ Obtained Quotation For Various Household items
- ✓ Effective conversation of quotations to sales orders by regular follow-ups
- ✓ Performed internal sales

Qualification

- ✓ Successfully Completed Bachelor Of Business Administration From Sikkim Manipal University
- ✓ Successfully Completed Graphic Designing From Global Institute For Management Science

Education Profile

Examination	Institute/Board/University	Year	Percentage
Standard XII	CBSE – The Indian School, Kingdom of Bahrain	2013	70%
Standard X	CBSE – The Indian School, Kingdom of Bahrain	2011	60%

Languages Known

- English
- French
- Hindi
- Malayalam
- Tamil

Strengths

- Hardworking, sincere and dedicated
- Ability to work under stress and meet deadlines
- Result oriented, self-motivated, resourceful and able to work independently
- Excellent verbal and written communication
- Dynamic decision making ability

Skills

- Graphic Designing
- Drawing
- Painting

Computer Proficiency

- MS Word, Excel, PowerPoint

- Adobe Photoshop
- Adobe Illustrator
- Adobe In Design

Vehicle License

- Valid Driving License from Kingdom of Bahrain

Other Details

Date of Birth: 15 September 1994
Marital Status: Single
Nationality: Indian

References: Will be provided if requested

(Neema Vinod)