

SUNEESH EDAKKUNIYINMEL

ADMIN & HR



Segayya , Bahrain



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ABOUT ME

Experienced professional with over 7 years of experience in administration and human resource. process strong analytical, leadership and communication skills able to meet and exceed goals in any environment

ACADEMIC QUALIFICATION

- Master of Business Administration (MBA) In International Business Management (IBM) From WALES University LONDON (2012 – 2015)
- Graduation in Bachelor Business Administration (BBA) From University of Calicut (2009 -2012)
- Diploma in Civil Engineering from CIESCO (2007-2009)

TECHNICAL QUALIFICATION

- TALLY
- International English Language Testing System (IELTS)
- Auto Cad
- 3ds Max
- Microsoft Word And Excel
- Power Point
- Expression

CORE COMPETENCIES

- Leadership coaching and mentoring- Ability to motivate and train organaizational staffs.
- People management.
- Business expanation and development.
- Risk management.
- Revenue cycle improvement.
- Organaized,combined with multi-tasking ability.
- Performance management

PERSONAL INFORMATION

Date of Birth : 17/02/1989
Nationality : Indian
Marrital Status : Married
Driving Licence : Valid BahrainLicense

REFERENCE

Mahmood Al Herz (Chairman)
Golden Chicken Group
Mob : +973 392 226 29, Off : 17330103

WORK EXPERIENCE

ADMIN & HR MANAGER

Golden Chicken Group / Jan 2018 - Present / Bahrain.

Duties

- Plan and coordinate administrative procedures,systems and devise ways to streamline processes.
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints.
- Ensure operations adhere to policies and regulations.
- Monitor costs and expenses to assist in budget preparation.
- Organize and supervise other office activities (recycling, renovations, event planning etc.)
- Recruit and train personnel and allocate responsibilities and office space.
- Manage schedules and deadlines.
- Keep abreast with all organizational changes and business developments.
- Contributes to team effort by accomplishing related results as needed.

ADMIN & HR OFFICER

VKL & Al-Namal Groups of Companies / Nov 2015 - Dec 2017 Bahrain.

Duties

- Maintains organization staff by establishing a recruiting, testing and interviewing. Applying new visa / updating their Details.
- Maintains work structure by updating job requirements and job description for all positions.
- Complete human resource operational requirements by scheduling and assigning employees.
- Prepares employees for assignments by establishing and conducting orientation and training programmes.
- Maintains management guidelines by preparing ,updating and recommending human resource policies and procedures.
- Interacting with department wise after arrival of new employee.
- Maintains human resource staff job results by counselling and disciplining employees; planning, monitoring appraising job result
- Resignation. Prepare of loan papers. prepare Indemnity papers. Salary Advance. Applying new Visas.
- Prepare source documentation needed for new hires, or effective changes in pay, status or benefits.
- Contribute to team effort by accomplishing related result as needed.

PURCHASE MANAGER

Simple Hair Limited, Nov 2012 - Oct 2015 / London

Duties

- Purchase Inventory by researching.
- Train the store staff by reviewing and revising orientation to product.
- learning needs with retail store manager implementing new products training.
- Evaluating competition by visiting competing stores.
- Attracts customer by originating display ideas.
- Display suggestion or schedule assembling prefabricated display properties.
- Producing merchandise merchandise display window on floor.
- Promote sale by demonstration merchandise and products to customer.