



Vineeth Kumar.M

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Metro Building, Shk Khalifa Bin Zayed Street,
Opposite Black Ramada Hotel, Near Al Naumiya Towers, Ajman-16168

Professional Summary

Talented administrative professional with background in finance. Extensive knowledge of Microsoft office and software. Quality-focused committed to approaching administrative tasks with tenacity and attention to detail. Administrative professional offering excellent communication and computer skills. Meets deadlines and works with a high level of multi-cultural awareness and adaptability. Reliable and competent Medical Secretary with exceptional data entry and customer service skills. **Hard-working, multi-tasking Executive Assistant with outstanding telephone, scheduling and documentation skills.**

Skills

- Payroll
- Flexible
- Medical billing
- Advanced clerical knowledge
- Accurate and detailed
- Customer service-orientated
- Qualified in ten key typing
- Administrative support specialist
- Pleasant demeanour
- Accounting familiarity

Work history:-

1) Metro Medical Centre Ajman

Admin Assistant (August 2015 – Current)

- Served as corporate liaison between the Finance, IT and Marketing departments.
- Processed client rebate reconciliation, reporting and cheque requests.
- Compiled company information and related material, and distributed it to candidates.
- Can work in multi talented role (Accounts, IT, HR and Corporate Client Co-ordinator).
- Excellent task completion skill on optimum time period.
- Worked from reception to admin positions in same organisation.

2) Chemmannur Credits And Investments Ltd –Kerala

Branch Manager (May 2012-March-2015)

- Obtained documents, clearances, certificates and approvals from local, state and federal agencies.
- Developed new process for employee evaluation which resulted in marked performance improvements.
- Performed initial client assessment and analysis to begin research process.
- Supported Chief Operating Officer with daily operational functions.
- Analysed departmental documents for appropriate distribution and filing.

3)Manappuram Finance Ltd-Kerala

Assistant Branch Manager (February2010 – March 2012)

- Branch Administration which includes staff co-ordination, Accounting, payroll Management and Daily Assessment

Educational Qalifications:-

<u>1</u>	MBA (Systems Management)	Madurai Kamaraj University. Tamil Nadu-India
<u>2</u>	<u>BSc Physics</u>	Mahatma Gandhi University Kearla-India

Languages Known

English

Hindi

Malayalam

Tamil

Other Details:

Valid UAE Driving License Holder(197972).

Passport No: T6787566