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**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 * Accounting familiarity |

**Work history:-**

**1) Metro Medical Centre** Ajman

**Admin Assistant (August 2015－Current)**

**.** Served as corporate liaison between the Finance, IT and HR 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 Clint Co-Ordinator).
* Excellent task completion skill on optimum time period.
* Worked from reception to admin positions in same organization.

**2)Chemmannnur 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.
* Analyzed 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 Qualification’s:-**

|  |  |  |
| --- | --- | --- |
| **1** | **MBA (Systems Management)** | **Madurai Kamaraj University.**  **Tamil Nadu-India** |
| **2** | **BSc Physics** | **Mahatma Gandhi University**  **Kerala-India** |

**Languages Known**

**English**

**Hindi**

**Malayalam**

**Tamil**

**Other Details:**

**Valid UAE Driving License Holder (197972).**

**Passport No: T6787566**