



# VIPINA MANU PRASAD

## CONTACT

Sharjah, UAE

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## EDUCATION

B.Tech: Electronics and  
Communication

**St Peters University**

## LANGUAGES

### English

Advanced

### Malayalam

Fluent

### Tamil

Advanced

## PROFESSIONAL SUMMARY

Highly organized Office Administrator with 5 years of experience managing administrative tasks, scheduling appointments, and coordinating meetings. Skilled in managing multiple projects simultaneously, ensuring timely completion of tasks, and maintaining accurate records.

## WORK HISTORY

September 2023 - Current

**SALES EXECUTIVE, PMG PRINTHOUSE, DUBAI, UAE**

- Monitor customer relation strategies
- Ensure a CRM system provides an effective sales funnel.
- Monitor customer relation strategies.
- Meet and exceed monthly and annual sales targets
- Work closely with the production team to ensure client needs are met
- Follow up with clients to determine the success of the advertising campaigns provided by the company

November 2021 - August 2022

**HR OFFICER, ORIAL IMARA PVT LTD, KOZHIKODE**

- Recruitment and Selection
- Training and Development
- Performance Management
- Employee Relations
- Employment Law and Compliance
- Compensation and Benefits and Administration
- Payroll & HR Systems.
- Provide CRM training to employees

July 2020 - October 2021

**HR Manager, YEMMARC FOODS AND HOSPITALITY PRIVATE LIMITED**

- Manage the recruitment and selection process
- Performance review management
- Creating job descriptions and design
- Planning and schedules

- Documenting rules and regulations
- Workplace atmosphere developing, implementing and managing marketing campaigns

December 2017 - December 2018

**Receptionist / Administrative Assistant, *SADIA HR CONSULTANCY*, Dubai**

- Greet clients and visitors
- Answering incoming telephone calls
- Answer phones and take messages
- Scheduling appointments
- Booking meetings
- Completing administrative tasks
- Extensive data entry

**SKILLS**

- Active listening skills.
- Communication skills.
- Computer skills.
- Customer service skills.
- Management skills.
- Problem-solving skills.
- Word, PowerPoint, Excel
- Tally ERP 9
- Digital Marketing