

# **BIODATA**



## **Personal Data:**

Name: **VINOD MOHAN**

Sex: **MALE**

Nationality: **INDIAN**

Date of Birth: **06.12.1982**

Marital Status: **MARRIED**

Qualification: **ADVANCED**

**DIPLOMA IN IT**

Email:

**Vinu888000@gmail.com**

Contact:

**Mobile: +971524981983**

Permanent Address:

**VINOD MOHAN**

**MELEMAVILAKATHU (H)**

**PAMPADY PO**

**PAMPADY**

**KOTTAYAM (DISTRICT)**

**KERALA (STATE)**

**INDIA**

**PIN:686502**

## **CAREER OBJECTIVE**

**Intend to build a career in a challenging and creative environment with leading corporate which will help me to explore myself fully and realize my potential**

## **PERSONAL SKILLS**

- **Strong will power, hardworking and helpful**
- **Self-belief and confidence**
- **Excellent organizational skills, accurate and methodical**
- **Good communication**

## **Languages known**

- **English**
- **Malayalam**
- **Hindi**
- **Tamil**
- **Telugu**

## **PASSPORT DETAILS**

**Passport No. : P4087422**

**File No. : C04079649746116**

**Place of Issue : COCHIN**

**Date of Issue : 21/09/2016**

**Date of Expiry: 20/09/2026**

## **UAE DRIVING LICENCE DETAILS**

**License no: 3910736 (Light vehicle manual)**

## **EDUCATIONAL PROFILE**

<b>Course / Degree</b>	<b>School/College/ University</b>	<b>Year of Passing</b>
<b>ADVANCED DIPLOMA IN IT</b>	<b>IIT KOTTAYAM</b>	<b>2006 – 2007</b>
<b>DIPLOMA IN BUSINESS MANAGEMENT</b>	<b>SCHOLL OF BUSINESS MANAGEMENT</b>	<b>2005 – 2006</b>
<b>PRE-DEGREE</b>	<b>KERALA UNIVERSITY</b>	<b>2000 – 2004</b>
<b>SSLC</b>	<b>KERALA UNIVERSITY</b>	<b>1998</b>

### **Personal Strengths**

**I believe in God. I take pride myself as a team player. I enjoy the experience of belonging to a team, of working together to achieve a common goal.**

### **PROFESSIONAL EXPERIENCE**

<b>NAME OF COMPANIES</b>	<b>DEPARTMENT</b>	<b>EXPERIENCE</b>
<b>MUTHOOT LEASING AND FINANCE LTD</b>	<b>MARKETING EXECUTIVE</b>	<b>2004 – 2005</b>
<b>MUTHOOT LEASING AND FINANCE LTD</b>	<b>TEAM LEADER</b>	<b>2005 – 2007</b>
<b>MITHRAS TEXTILE WHOLESALE AND RETAIL</b>	<b>MANAGING DIRECTOR</b>	<b>2008 – 2018</b>
<b>TRANSGUARD GROUP LLC</b>	<b>SECURITY GUARD</b>	<b>MAY 2018 – OCT 2018</b>
<b>TRANSGUARD GROUP LLC</b>	<b>SECURITY SUPERVISOR</b>	<b>NOV 2018 – OCT 2021</b>
<b>DUBAI WORLD TRADE CENTRE</b>	<b>SUPERVISOR TRAFFIC AND TRANSPORT DEPARTMENT</b>	<b>OCT 2021 - PRESENT</b>

### **ACHIEVEMENTS**

- Awarded Employee of the Month August 2019 by our prestigious client Emaar Security Group during my tenure with Transguard Group LLC
- Awarded Employee of the Year 2019 by our prestigious client Emaar Security Group during my tenure with Transguard Group LLC
- Awarded Employee of the Month November 2020 by our prestigious client Emaar Security Group during my tenure with Transguard Group LLC
- Awarded Employee of the Month June 2021 by our prestigious client Emaar Security Group during my tenure with Transguard Group LLC

## **Roles and responsibilities**

- Develop a strategy the team will use to reach its goal
- Provide any training that team members need
- Communicate clear instructions to team members
- Listen to team members feedback
- Monitor team members' participation to ensure the training they providing is being put in to use, and also to see if any additional training is needed
- Manage the flow of day-to-day operations
- Create reports to update the company on the team's progress
- Distribute reports to the appropriate personnel

## **DECLARATION**

**I hereby declare that the above-mentioned information is true to the best of my knowledge.**

**I Assure that if selected for the post I will perform my duties with almost satisfaction of my Superiors, with hard work and honesty.**

**Place: DUBAI**

**Date:**

**Yours faithfully,  
VINOD MOHAN**