



Heema Vinod Kumar

Office Administrator

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Dedicated and proactive Office Administrator with 10 years of total work experience in managing Office Admin/HR operations in fast paced deadline driven environment.

PROFESSIONAL EXPERIENCE

Company: AHI Carrier LLC, SAIF Zone (Sharjah Airport Free one) Sharjah

Designation: Office Administrator (June 2018 – June 2021) 3 years

Reporting Manager: Company Controller

Responsibilities

Front Office

- Managing main reception phone line/Fax/email – forwarding enquiries to specific departments, updating internal Extensions list and phone numbers
- Managing & allocating Meeting rooms offering refreshments
- Arranging security clearance & gate pass for Visitors/guests & external suppliers
- Maintaining Visitors Log books
- Booking shipments (Domestic & International – Packages & Documents) – DHL/FedEx

Office Administration & Travel desk

- Managing over all maintenance & Facilities team (cleanliness, Catering/Office Facilities/Plants/External Vendors/transport/Pest Control/local vendors)
- Managing cleaning staff/office boys/drivers & PRO to organize daily routine activities
- Handling maintenance related queries related to office space planning/furniture installation, dismantling relocation with appropriate approvals from SAIF Zone team
- Renewing Company vehicles, updating salik tags and recording fines
- Organizing Guests/consultants Visits for trainings/seminars – Organizing Lunch, seating arrangements, logistics, accommodations, flights, Visas, gate passes) as per company policies and budgets

HR Support functions

- Assisting HR team in compiling daily attendance reports(leaves, absence, holidays, Work from home schedules)
- Updating & managing Job descriptions & Org Charts
- Onboarding and Off boarding for Staff necessary resources(Laptop, work stations, Access cards, fuel cards, access controls)
- Maintaining Logs for Cameras
- Consolidating Air fares and budgets to update in staff annual leave policy
- Organizing company get together, employee engagement programs and annual celebrations
- Assisting in Staff Accommodation requirement & enquiries

Accounts & IT Team

- Generating LPO's with comparing quotations as per company standard and legal compliance and following up on invoices to submit to accounts
- Registering new Vendors as per company guidelines, legal compliance & ISO Audit requirements
- Consolidating monthly personal calls charges for mobile/landline/courier/transport and forwarding them for payroll
- Handling Petty cash (Drivers & Office Boys)
- Assisting Accounts for digitalization of Invoices achieving targets for paperless office
- Consolidating reports for Company cars/Fines (Personal/Official)
- Assisting IT department to assist in finding solutions related to Meeting rooms management/ Digitalizing manual data
- Part of IT Team in implementing new systems to paperless office

Health & Safety Coordinator

- Assisting Head HSE to conduct Annual ISO audit & also monthly audits (Annual Fire Drills/Evacuation plans/Office Layouts)
- Certified Fire Marshal & First Aider

- Initial Inductions new employee (HSE requirements as per company standards)
- Part of Covid Team – Assisting in Temperature Checks/Employee Schedules/ Supplier Registrations/ Covid Vaccinations/Travel Requirements/Bubble Formations

Company: Evolution Events LLC

Designation: Office/Event Operations Executive (December 2013– March 2018) 4.3 years

Reporting Manager: Managing Director

Responsibilities

Office Administration

- Office Maintenance issues (Electricity/Water/Landscaping/Parking/Waste Management)
- Renewing Company vehicles, updating salik tags and recording fines as per the mileage sheets

Events Operations

- To investigate and co-ordinate logistical arrangements required for a successful event, such as Crew transport, accommodation & time management.
- Arranging Trucks & Labors for the events.
- Organizing and assigning crew for Events and planning a time table for the Crew.
- Preparing accreditation documents for the staff to access security checks on site, that includes CID Registrations

HR & Accounts Support Functions

- Organizing recruitment and placement of required staff
- Coordinating with PRO for Visas/approvals/renewals/fines
- Onboarding assistance of new staff with Accommodation /Bank Accounts/Medical Insurance
- Booking Annual Air tickets for the Staff as per the budget assigned
- Assisting Accounts in providing relevant information relation to staff leaves/personal usage of company sim cards/loans/HRA allowances
- Renewing Tenancy contract for the office and staff accommodation and maintaining records
- Renewal of company trade license
- Assisting in Employees/Free lancers- UAE Driving licenses/Liquor licenses/NOC travel overseas Visas
- Helping the Accounts team for submission of monthly DEWA/SEWA/ETISALAT bills
- Upgrading/downgrading Company phone lines(Etisalat/Du Packages)
- Issuance/cancellations of Health Insurance cards and health insurance approvals

Personal Assistant

- Timely payments of credit card bills for Directors
- Consolidating Credit cards bills for accounts teams – Allocating personal and official bills
- Assistance in personal work (Housekeeping staff/Drivers/Pets)

IT SKILLS

- Biometrics & Security Systems – Morph manager/Finger Egress
- Human Resource System - Fax/Zoho/I Portal-
- Travel Management - ERP
- Invoice Generations - ORACLE
- MS Office (Excel, Word, Visio, PowerPoint)
- ADOBE – PDF editor, Photoshop basics
- Video Conferencing tools (TEAMS/ZOOMS)

ACADEMIC QUALIFICATIONS

- BSC Graduate – Ranchi University (2012)
- Exe MBA program - Human Resources – NIBM, Delhi (2010)

PERSONAL INFORMATION

Visa Status : Visit Visa (Expiry 20th July 2022)
 Driving License : UAE Automatic Car License
 Date of Birth : 18th February 1989
 Marital Status : Married
 Language Knowns : English, Hindi, Urdu & Punjabi

References can be provided upon request