



JAIMINI DANIEL

ADMINISTRATION EXPERT

ABOUT ME

Skilled professional with superior interpersonal skills.

I have worked in both - India and UAE and come with high recommendations from my previous organizations.

My experience spans to 20 years in the fields of administration, customer service and personnel management. I am a team player and love working with people to achieve company goals.

CONTACT

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LANGUAGES KNOWN

English
Hindi
Malayalam
Marathi

EDUCATION

- Certified Internal Auditor
- Certified Medical Transcriptioner
- Diploma in Nursing
- Higher Secondary in Commerce

WORK EXPERIENCE

Professional Couriers International, Dubai - Assistant Admin Manager
2012 to date

- Responsible for administration & personnel management
- Fleet management - including renewal, maintenance & rerouting
- Responsible for employee leave reconciliation, medical insurance, visa, and new joiner formalities
- Customer complaint resolution

Efkon India Pvt Limited - Receptionist & Admin in-charge
2006-2011

- Secretarial and Travel Desk duties for higher management
- Front Desk Management and Co-ordination with courier services
- Personnel Management - Maintain employee records and assist with new joiner formalities
- Routine Procurement and Vendor Management

Spance Telesystems & Professional Couriers -Customer Representative
2005-2006

- Outbound Customer Service
- Directly responsible for sales generation

Lumiere Business Solutions - Research Executive
2003-2005

- Conducted Market Research for Hindustan Lever
- Reporting and Analysis tasks

Modicare Limited- Customer Representative
1996-2000

- Customer Service
- Support Lead for FMCG sales division

EXPERIENCE IN A NUTSHELL

