

Kamal Verma

Email: kamalverma1988@gmail.com

Phone: +971 543 130 781

Permanent Address: VPO Basantpur ,Sunni, Shimla, HP, India

Current Address: Baniyas Square, Dubai, UAE



Professional Experience

Administrative Executive

Sanaa Rockwell, Shimla, India June 2020 – December 2024

Oversaw all administrative functions in the Home Construction Material and Home Decor setup.

Looked after operations and smooth functioning of tasks.

Managed budgets, procurement, and vendor negotiations to reduce costs in purchase and increase in margins.

Prepared detailed reports and presentations for senior management.

Administrative Assistant

Vivo Mobiles GPICPL, Delhi, India April 2017 – May 2020

In was also in charge of mobile and accessories stock. Uniforms of kiosk executives.

Coordinated administrative operations, including handling distributor's accounts, scheduling, and billing. Supervised a team of 11 administrative staff, ensuring high productivity and task completion in all districts of Himachal Pradesh.

Implemented an updated records management system, improving data retrieval efficiency. Conducted sports and music events between teams and departments.

Handled financial records, expense reports, and payroll processing.

Front Desk Executive

Nimbus Harbour Facilities Management Pvt Ltd, Delhi, India May 2012 – December 2015

Managed front desk operations, including greeting clients and handling inquiries.

Assisted with administrative tasks, such as filing, data entry, and record-keeping. Supported scheduling, meeting coordination, and office supply management.

Delivered excellent customer service, addressing and resolving client issues.

Skills

Office administration and operations management Team coordination and supervision

Record management and data organization

Proficient in MSOffice Suite and office management software

Budget management and financial documentation Exceptional communication and interpersonal skills

Problem-solving and conflict resolution

Teamwork and team leader abilities

Education

Bachelor of Arts (BA)

EIILMUniversity | 2009–2012(Dropout)

Higher Secondary (XII -Commerce)

Delhi Public School, R.K.Puram | 2006–2007

Secondary(X)

Delhi Public School, R.K.Puram | 2004–2005

Personal Information

Visa status: Visit Visa till 16 Feb 2025

Marital Status: Married

Passport No.:C4195659 (Expiry Date: 23/10/2034)

Languages: English, Hindi