

Nima K Johnson

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Professional Precis

Experienced professional with a diverse skill set in Business Administration, Human Resource Management, and Sales Coordination. Proven expertise in invoice and payroll management, document management, insurance management, sourcing and onboarding, vendor management, and purchase management.

Educational Qualification

B-Tech Graduate in Computer Science Engineering from Calicut University, Kerala.

Work Experience

Working as Business Support & HR Administration at Technieum Technologies LLC (formerly known as Saapatech Technologies LLC) from Sept 2018.

Job Profile Involved at Technieum

Administrative Role

- Organize, compile, and update company personnel records and documentation.
- Organize appointments as required and prepare necessary documents, keeping designated employees advised of their daily schedule and ensure availability of facilities, meeting rooms etc.
- Complete timekeeping activities such as sickness, absence, leave, overtime to ensure accurate records are maintained and highlight attendance trends or issues to management.
- Manage monthly payments, including cheques and online payments and utility bills.
- Maintain Petty Cash accounts by verifying authenticity of claims ensuring figures are accurately recorded. Control and handle cash transactions to bring accounts to balance.
- Process document approvals for order processing.
- Managing purchase orders, order confirmation and payment releases.

- Document checking and organization.
- Maintain office stationery supplies and equipment, including ordering and stocking.
- Ensure hardware assets are in working order (telephone, printer, screen etc.)
- Managed the successful relocation of the office, coordinating with vendors and staff to minimize downtime and ensure a smooth transition.
- Managed the successful transition during the company name change process.
- Oversaw ISO documentation and contributed to successful completion of ISO audits by ensuring compliance with quality standards.
- Screen incoming mails and telephone calls, action responses, re-direct correspondence and collate to the appropriate person obtaining additional information where necessary.

HR Role

- Review resumes and conducts phone screens to determine qualifications.
- Keep proper records of interview feedback of candidate interviews and report them to the manager.
- Schedule interviews with hiring managers and ensure positive candidate experience.
- Communicates requirements and duties to prospective candidates and assists the manager in screening eligible candidates as applicable.
- Prepare offer letters, experience letters, salary certificates, NOC etc.
- Visa processing, including new and renewal processes, and tracking visa expiration.
- Process background verifications and collecting the verification reports
- Coordinate with MOHRE for labour approvals.
- Responsible for all human resource activities, including recruitment and selection, compensation, labor relations, benefits, and training and development.
- Manage payroll, including preparation and payment, and release payslips.
- Handle medical insurance for employees and coordinate with employees to open bank accounts.
- Develop and implement office policies and procedures.
- Maintaining and processing the employees Claims by coordinating with finance team.

Sales Coordinator Role

- Managing customer and supplier portal registrations, ensuring records are updated and maintained for seamless access.
- Handling invoicing via customer portals, ensuring timely processing and hard copy delivery as required.
- Coordinated and submitted sales proposals through customer portals, ensuring adherence to submission deadlines.

- Follow up on pending payments and collaborated with the finance team to highlight overdue accounts.
- Maintained accurate records in CRM systems (Zoho), helping the sales team track customer interactions and conversions.
- Supported the sales team with administrative tasks, improving operational efficiency and process execution.
- Managed professional communication with clients, vendors, and stakeholders.
- Recorded and distributed meeting minutes for sales meetings, tracking action points and follow-ups.

Computer Knowledge

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Outlook

Certification

Certified Human Resources Manager (CHRM) accredited by CPD-UK and KHDA.

Personal Details

Date of Birth : 13-06-1991
Gender : Female
Marital Status : Married
Languages Known : English, Malayalam
Nationality : Indian
Religion : Christian

Other Details

Passport Number : R3323770
Date of Expiry : 07-08-2027
Visa Status : On Husband Visa
UAE Driving License : Available
Notice Period : 30 days