



**MARY PREEMA VINCENT**

Mobile: 9747219488  
Ernakulam  
Kerala  
Email Id:  
Preema42@gmail.com

Passport No:M8149008  
Date of Expiry:16/04/2025

**Areas of Interest :**

1. Public Relation
2. Secretary Post
3. Cashier
4. Customer Care

**Personal Profile:**

Date of Birth : 15:08:1988  
Father: M.P. Vincent  
Gender : Female  
Nationality: Indian  
Marital Status: Single

**Interests:**

- Listen Music
- Jewellery making
- Fabric painting
- Movies

**CURRICULUM VITAE**

**OBJECTIVE**

*To use my talents to the service of my employer and to become a self motivated professional committed to pursue a long term career in the organization which encourages creativity, innovation and provides opportunities to explore myself and to realize my potential for mutual growth.*

**ACADEMIC RECORD**

**POST GRADUATION**

**MASTER OF ARTS (POLITICAL SCIENCE)**

Maharaja's College, Ernakulam

MG University , Kottayam

Kerala, India

2009 - 2011

Percentage of Marks: 59%

**GRADUATION**

**B.A POLITICAL SCIENCE**

Maharaja's College, Ernakulam

MG University , Kottayam

Kerala, India

2006 - 2009

Percentage of Marks: 59%

**HIGHER SECONDARY EDUCATION (Humanities)**

S.N.M.H.S.S Moothakunnam, N. Paravur

Kerala State Board- 2006

Percentage of Marks: 75%

**SECONDARY SCHOOL LEAVING CERTIFICATE**

St. Mary's High School Palliport

Kerala State Board- 2004

Percentage of Marks: 64%

**SKILL SET:**

- Communication and Inter Personal skill
- Motivating Skill
- Avid listener
- Work independently or group
- Co-ordination

Permanent Address:

Maliakkel (H)

Pallipport P. O

Munambam

Ernakulam Dist

Pin: 683515

Kerala

Indian

#### **OTHER STRENGTHS**

- *Optimistic Approach*
- *Strong Aptitude*
- *Patience and Hard work*
- *Eagerness to learn new things*
- *Simply make friendship with others*

#### **LINGUISTIC ABILITIES**

❖ *Languages known : English, Malayalam, Tamil and Hindi*

#### **PROFESSIONAL EXPERIENCE**

##### **1. NMC ROYAL MEDICAL CENTRE**

*PB NO.5486, Qawasim Corniche, Ras Al Khaimah, UAE-(Tel:+97172332832)*

*Front Office Exicutive cum Cashier*

*2016-2018*

##### **Job Profile:**

- *Customer Service*
- *Front office procedure expertise*
- *Assist the Administrative Dept.*
- *Schedule & verify the appointments*
- *Ensuring health insurance and all information is updated*
- *Handling co-pays and Billing*

##### **2. ALLIANCE INSURANCE PSC**

*PB NO.5501, Warba Center, Dubai UAE*

*Insurance consultant*

*2015 -2016*

##### **Job Profile:**

- *Sales &Marketing*
- *Customer Meeting*
- *Product Presentation*

##### **3. DOTSAN BULIDING CONSTRUCTION (DOTSON GROUP)**

*PB No. 120087, Karama, Dubai,UAE*

*Secretary cum Assistant Accountant*

*2012-2014*

##### **Job Profile:**

- *Handling all the day-to-day transactions.*
- *Petty Cash*
- *Establishment work*
- *Issuing Cheques, Bills, Receipts & Vouchers.*
- *Email checking*
- *Entering data entries in Tally and excel*

## TECHNICAL SKILL

- ❖ *Data Entry*
- ❖ *MS Word,Excel*
- ❖ *Internet & E-mail*

## REFERENCE

❖ *Dr.Deep Makkar*  
*Operations Head*  
*NMC Royal Medical Centre*  
*Ras Al Khaimah ,United Arab Emirates*  
*Mob:+971508086369*

❖ *Sindhu Manoranjan*  
*Accountant*  
*RP Group Of Companies*  
*PO Box: 43715*  
*Dubai, United Arab Emirates*  
*Mob: +971552637574*

## DECLARATION

*I hereby declare that all the above mentioned information is true to the best of my knowledge. Given an opportunity,I would dedicate my best efforts and aim to excel in whatever task that may be assigned to me.*

*MARY PREEMA VINCENT*