

## MARY NEEMA AM

### Admin Executive

#### Contact:

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*IALM was formed under IALM educational trust at Kochi, with one aim of delivering world class training for shipping, logistics, air cargo and supply chain management. The academy is backed up by an expert team of logistics professionals who have been working in logistics, shipping, airlines, freight forwarding, management.*



*OPPO is a Chinese consumer electronics firm based in Guangdong. OPPO's major product lines include smartphones, Blu-ray players, and other electronic devices. The brand name OPPO was registered in China in 2001 and launched in 2004.*

## MARY NEEMA AM

### Career Objective

Seeking a Challenging position in a company that utilizes my potential to the fullest while offering an opportunity to further my career and thus contribute mutually to the benefit of the organization. Detail-oriented and possesses strong interpersonal organizational and time management skills. Flexible and hardworking with the drive to succeed.

### CARRIER SNAPSHOT

#### **OPPO Electronics Kerala Pvt Ltd, Kochi**

**Designation: Executive Administration (October 2016- October 2020)**

- ✧ Admin support- office management
- ✧ Coordinated domestic and international travel arrangements, including booking airfare, hotel and transportation.
- ✧ Interacted with vendors, contractors and professional services personnel to receive orders, direct activities and communicate instructions.
- ✧ Performed general office duties, including answering multi-line phones, routing telephone calls or messages to appropriate staff and greeting visitors.
- ✧ Prepared packages for shipment, pickup and courier services for prompt delivery to customers
- ✧ Managed office inventory by restocking supplies and placing purchase orders to maintain adequate stock levels
- ✧ Created detailed expense reports of department
- ✧ Mail log audit
- ✧ Preparing OT report

#### **International Academy of Logistics Management**

**Designation: FOE cum Accountant (June 2014- January 2016)**

- ✧ Updating and maintain accounts
- ✧ Preparing vouchers and receipts
- ✧ Preparing formal and informal business documents
- ✧ Handling enquiry
- ✧ Collecting fees, tracking non-payment and issuing notice

### Strengths

- ✧ Adaptability to situation needs.
- ✧ Flexibility
- ✧ Hard Working
- ✧ Optimistic
- ✧ Fast Learner
- ✧ Self-Motivated

## Academics

Degree/ Certificate	Board of university	Year of Passing	CEGPA/ Percentage
B.Sc Mathematics	Mahatma Gandhi University	2014	68%
Higher Secondary	Kerala Govt.	2010	68%
SSLC	Kerala Govt.	2008	68%

## Personal Details

Name As per Records : Mary Neema AM  
Date of Birth : October 24, 1992  
Gender : Female  
Marital Status : Married  
Nationality : Indian

## Languages

Language	Read	Write	Speak
Malayalam	✓	✓	✓
English	✓	✓	✓

## Declaration

I am confident in my ability to work, I hereby declare that the information furnished above is true to the best of my knowledge.

Mary Neema AM