

**HEMEEMA CORREYA**

POOVATHUM PARAMBIL HOUSE

MANJUMMEL, MANJUMMEL PO

UDYOGAMANDAL – 683501

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JOB OBJECTIVE

I would welcome a rewarding and challenging job that not only includes my own skills but also to acquire the new one and to explore the new areas to empower myself.

PERSONAL DETAILS

- Date of Birth : 15.10.1996
- Age : 25
- Present Address : Poovathum Parambil (H)
Manjummel, Manjummel PO
Udyogamandal
- Languages known: Malayalam, English

PERSONAL QUALITIES

- Remarkable patients with reliability and responsibility.
- Able to work in flexible time.
- Smart-working.
- Ability to work in a team as well as individual.

EDUCATION

- Completed Professional Diploma in Computerized Financial Accounting (PDCFA) with distinction in 2017.
- Completed Bcom (MG University – Private Study) with B Grade in 2017
- Completed higher secondary (Plus Two) from Govt. Higher Secondary School, Edappally with 85% in 2014.
- Completed High School (SSLC) from Guardian Angels' Higher Secondary School, Manjummel with 88% in 2012.

EXPERIENCE

Worked as **Assistant – Purchase** at **Careon Healthcare Solutions Pvt Ltd**, Kinfra Bio Technology Park, Kalamassery (From 27.12.2017 to 31.03.2019).

JOB DETAILS

- Incharge and coordinator of Sub contractors of the company.

- Keeping some of the components stocked as per the requirement from the production department.
- Making arrangements to made available the raw materials to the sub-contractors for their work.
- Monitoring and tracking the work of sub-contractors.
- Get back the final product from them whenever their work is finished.
- Inform the sub-contractors about their product's complaints/rejection from QC and making arrangements for the rework.
- Passing the final payment details to the Accounts Department.

DECLARTION

I hereby declare that all the information given below are true to the best of knowledge and belief.

Place: Manjummel

Date:

Hemeema Correya