**CURRICULUM VITAE – MARY RIMA**

**Objective**

* An enthusiastic, self-motivated ambitious individual who is looking for a challenging career that offers long-term growth opportunities.
* Seeking a challenging position of **Administrative Assistant** in a renowned company where I will be able to utilize my clerical skills and customer service experience to maximize the efficiency and help in the growth of the company.

**Highlights**

* Efficient utilisation of time and resource to achieve the goal.
* Comfortable working with cross-cultural and multi-functional teams.

**Employment History**

1. **Organisation:** Springdale Indian School, Sharjah UAE

**Designation:** Primary HOD

**Period:** June 2014 to May 2016

JobResponsibilities**:**

* Teaching all areas of the primary curriculum and taking responsibility for the progress of a class of primary-age pupils.
* Organizing the classroom and learning resources and creating displays to encourage a positive learning environment.
* Motivating pupils with enthusiastic, imaginative presentation.
* Maintaining discipline.
* Preparing and marking work to facilitate positive pupil development.
* Meeting requirements for the assessment and recording of pupils' development.
* Providing feedback to parents in open house.
* Coordinating activities and resources within a specific area of the curriculum, and supporting colleagues in the delivery of this specialist area.
* Working with others to plan and coordinate work.
* Keeping up to date with changes and developments in the structure of the curriculum.
* Organizing and taking part in school events, outings and activities which may take place at weekends or in the evening.
* Making use of audio-visual technological devices/aides (such as radio aids; projectors) and other adaptations during the delivery of the lessons
* In the case of students with severe learning difficulties and with communication problems, ensuring that a Contact Book is daily updated with the necessary information including parents’ signature.

1. **Organisation:** M/S United Shipping Services, Doha, Qatar

**Designation:** Logistics Coordinator / Administrative Assistant

**Period:** November 2005 to March 2007

JobResponsibilities**:**

* Act as main point of customer contact
* Provide shipment information to customers
* Liaison with different departments within the company to facilitate shipments
* Assist in tracking shipments and providing alternative information
* Provide transportation information and manage billing information
* Manage quality control by ensuring all shipped orders are in working condition
* Audit freight cost and documentation
* Organize files both manually and electronically
* Ensure accuracy of all inventories
* Arranging tickets, visas and hotel booking for the staff and guests

1. **Organisation:** M/S Southern Trades & Agencies, Kochi, India

**Designation:** Administrative Secretary

**Period:** March 2005 to October 2005

Job Responsibilities:

* Carrying administrative duties such as filing, typing, copying, scanning etc.
* Organising travel arrangements for senior managers.
* Maintaining computer and manual filing systems.
* Monitoring stationary levels and ordering office supplies.
* Taking accurate minutes of meetings.
* Coordinating office procedures.
* Develop and update administrative systems to make them more efficient.

**Personal Details**

Name : Mary

Date of birth : May 27, 1984

Marital Status : Married

Nationality : Indian

Email : [Mary.336491@2freemail.com](mailto:Mary.336491@2freemail.com)

Visa type : Husband’s sponsorship

Interests : Drawing, Listening music & Travelling

Languages known : English, Hindi, Malayalam & Arabic (learning)

**Educational Qualification**

* Bachelor of Science - Physics, Calicut University

**Computer Skills**

* Microsoft Office applications, Internet and email.

**Awards**

* Awarded as one of the best volunteers in Doha Asian Games 2006
* Awarded as best entry level employee of the year 2006

*………………………………*