



# MARY S

Admin and Marketing  
Executive

Address: 4/496, Puthen veedu ,Devala  
hatty, Gudalur, Nilgiris.

Phone : 9489234112

Email : marylaicy2017@gmail.com

## Summary

Always strive to work for the organization which provides me the opportunity to show case my administrative and marketing skills and to improve my managerial aids for the development of myself as well as the organization. Wish to work in challenging environment where I will be exposed to current trends in marketing and management.

## Skill Highlights

- Stock maintenance
- Appointment Setting.
- Event Planning.
- Quotation Making.
- Customer relationship management.
- Performance Monitoring.

## Experience

**ALLIANZE BPO SERVICE COIMBATORE** (May 2018 to Nov 2019)

### Data Entry

- Worked as a data entry operator.

**EASYTECH CNC MACHINERY MANUFACTURING COIMBATORE** (Nov 2019 to oct 2021)

### Admin & Marketing Executive

- Dealing customers, updating databases and maintaining customer relationship system.
- Monitoring performance, client meetings, Salary

**SAM ROBOTICS AND AUTOMATION COIMBATORE** (Oct 2021 to Apr 2023)

### International Sales Analyst

- Dealing customers, updating databases and maintaining customer relationship system.
- Purchase material, Stock Maintained, Problem Solution.
- Client Meeting in Zoo meet

## Education

**School of Distance Education (Bharathiar University)**

Master of Business Administration (HR)

60%

2019-2021

**Government Arts and Science College (Bharathiar University)**

Bachelor of Computer Application

80%

2015-2018

## Project

### Fast data collection in wireless networks

- Faster access of data in high level wireless networks were examined and concluded

## Achievements

- Attended Cloud Infrastructure and services with soft skill.
- Several prizes in zonal, district and state level sports.
- Attended Workshop on Cognitive Inclination of wireless networks
- Handled Several Customers from all over India

## Technical Skills

- Microsoft Office
- Basic Computer Skills
- Email Marketing.
- Salary Report Setting.

## Interests

- Admin.
- Front Office.
- Marketing.
- Human Resource.

## Personal Details

**Date of Birth:** 24/10/1997

**Marital Status:** Married

**Nationality:** Indian

**Known Languages:** English, Tamil, Malayalam

**Hobby:** Reading books, Hearing music, Athletics

**Native language:** Malayalam

**Father's name:** Sunny P T

**Blood group:** A+

## Declaration

I hereby declare that all the above particulars are true to the best of my knowledge and Belief.

**Date:**

**Place:**

(MARY S)