

MARY ASHMA. G

ABOUT ME

Motivated and dedicated MBA student specialized in Operations Management. I'm seeking a challenging and dynamic role where I can contribute to the development to gain practical experience and further develop skills in Logistics & supply Chain. Committed to contributing to an organization success through a strong work ethic, adaptability and passion to learn.

EDUCATION

Master's degree, MBA in operations management (2023 - Present)

Arunachala college of engineering for women- Nagercoil , kanyakumari

Bachelor's Degree, BA in English (2016 - 2019)

ST. Jerome's college of Arts & Science- Nagercoil, kanyakumari

School (2015 - 2016)

LITTLE flower Girls Higher Secondary School- Nagercoil,

EXPERIENCE

(2022-2023) Sharaf DG- UAE, Dubai, **Administrative Assistant**

Highly organized and detail-oriented Office Administrator with 1 year of experience streaming operations and improving office efficiency. Works effectively with cross functional teams in ensuring operational and service excellence.

KEY RESPONSIBILITIES

- Taking phone calls, managing correspondence, typing, developing and maintaining filing systems, organizing meetings, and travel arrangements.
- Established efficient workflow process, monitored daily productivity and implemented modifications to improve overall effectiveness of personnel and activities.
- Planned office events by reserving venues, communicating schedules and coordinating setup.

2024 (July-August) Intern at NumericUPS Manufacturing- Chennai,

Role- *Reporting Analyst*

KEY RESPONSIBILITY

- Gather data from various sources within the manufacturing process including production lines, supply chain systems, and quality control.
- Use historical data to forecast future production needs identify potential bottlenecks and plan resources allocation.
- Gather historical data on production cycles, Analyze where delays most frequently occur. Identify patterns or trends in time inefficiencies such as certain shifts consistently taking longer or specific machines having more frequent downtimes.

Contact

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SKILLS

- Incoterms
- Leadership
- Customer Service
- Air cargo
- Import| Export
- Air Waybill
- Procurement
- MS Office
- KAIZEN
- International Logistics
- Warehouse management
- Inventory Managemnt

LANGUAGES

- Tamil
 - Malayalam
 - English
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2025 Intern at **Kuehne+Nagel, Air logistics** (Operational care Specialist) – Chennai

KEY RESPONSIBILITY

- Coordinate end to end air freight shipments, ensuring timely and efficient delivery. Manage booking process, track shipments, and ensuring timely and efficient delivery.
- Negotiating freight rates and securing cost effective solutions. Communicate with airlines, ground handling agents and customs brokers for seamless cargo movement
- Handle documentation, including AWB, Cargo manifest, packing lists, and certificate of origin. Ensure compliance with IATA, customs regulations, and international trade laws.
- Managed day to day performance of the operations team, driving continuous improvements in shipment handling.

CERTIFICATIONS & LICENSES

- Incoterms (*Aug-2024*)
Online course – Alison
- Artificial Intelligence in Supply chain & Logistics (*Sep-2024*)
Online Course – Alison
- Basis of Logistics, Fleet & Warehouse management (*Sep-2024*)
Online Course – TCS iON
- Understanding Vendor management in Supply chain Management (*Sep-2024*)
Online Course – TCS iON
- Supply Chain Planning and Scheduling (*Oct-2024*)
Online Course – TCS iON
- Supply Chain Logistics (*Oct-2024*)
Online Course – Rutgers University Of New Jersey

WEBSITE

www.linkedin.com/in/mary-ashma-57bab1234

HOBBIES & INTERESTS

- Travel & Explore
- Reading Books
- Photography
- Music

Article Published

- Leveraging AI and Machine Learning in Digital Marketing Strategies

Participation

- Participated in Business plan competition at Marephream college of Engineering. About (Clarity Guard Lenses)