



**Maria Thadeyuse  
Fernandez  
Coordinator**



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05, March- 1983



Indian

## SKILLS

- Analyst
- Highly Organized
- Energetic
- Ms Office
- Tally erp 9

## LANGUAGES

- ENGLISH  
Speak, read, write
- TAMIL  
Speak, read, write
- MALAYALAM  
Speak, Listening.

## Personal Summary

Self-motivated Coordinator, Sales Executive and Accountant with 10 years of experience. Experienced in Coordinator in sales, Document controller. Skilled in financial software like ERP 9. TALLY and Excel.

## WORK EXPERIENCE

### Relationship officer – ADCB Bank Credit Card

MARKAI COMMERCIAL BROKERS L.LC, Dubai.

07 / 2023 – Continuing

UAE

#### Key Responsibilities:

- Maintained organized sales records and report month-end setting to managers.
- Supported Manager by completed files of customer to send to Banks.
- Collaborated with sales staff in meetings by creating month-end sales reports.

### Sales Coordinator – Medical Insurance

AL-FUTTAIM ORIENT INSURANCE, Dubai.

08 / 2022 – 06 / 2023

UAE

#### Key Responsibilities:

- Monitored while effectively tracking new services and products for sales.
- Established engagement with sales representatives to ensure orders are processed.
- Contributed to customer satisfaction by promptly answering emails and phones.

### Assistant Accountant

CAPSTONE INSURANCE BROKER LLC, Dubai.

10 / 2016 – 05 / 2022

UAE

#### Key Responsibilities:

- Created, edited spreadsheets to present complex data using Microsoft Excel.
- Maintained company purchase and sales ledgers using Erp9 Tally
- Prepared bank deposits, checking and correcting any errors.

### Sales Coordinator – Life Insurance

AL-FUTTAIM ORIENT INSURANCE, Dubai.

04 / 2014 – 08 / 2016

UAE

#### Key Responsibilities:

- Determines clients' particular needs and financial situations.
- Provided after sales service to the successful cases.
- Completes coverage by delivering policy and evaluations of needs

## EDUCATION

### Master of Business Administration (MBA: Marketing & Finance)

MS UNIVERSITY (June-2009 to April-2011)

India