



PERSONAL INFORMATION

- +971 545894383
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- Dubai, United Arab Emirates
- www.linkedin.com/in/maryremyaaj

EDUCATION

- MBA IN HR AND MARKETING**
2018 - 2020
Mahatma Gandhi University,
Kerala, India
- BBA IN FINANCE** 2015 -2018
Mahatma Gandhi University,
Kerala, India

SKILLS

- Administrative Skill
- Decision Making
- Verbal and Writing skill
- Multi – Tasking
- Analytical and Problem solving skill
- Quick Listener
- Adaptability
- Creative and Enthusiastic
- Passionate and Hardworking
- Willingness to learn new things
- Self-motivated
- Time Management

DIGITAL SKILLS

- MS Office Excel
- MS Office Word
- MS Office Power Point
- Outlook
- Aladpro Software
- Loan Originating system software

LANGUAGES KNOWN

- English
- Malayalam
- Tamil
- Hindi

MARY REMYA A.J

SUMMARY

HR Executive with 2+ years of experience in handling HR and Administration department. Worked as a credit processing executive in CSB Bank. Currently working as an Indian supporter for a Qatar based company in a remote basis.

CAREER OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

EXPERIENCE

INDIAN SUPPORT

ENERTECH QATAR SAFETY TRAINING CENTRE, QATAR JULY 2023 – PRESENT (REMOTE)

- Providing support to the corporate sales team.
- Scheduling trainings for the delegates.
- Updating the confirmation to the clients.
- Analyse the daily Emails of the sales team.
- Updating the day to day reports to the Mangers.
- Updating the daily businesses evaluation to the Sales coordinators.

CREDIT PROCESSING EXECUTIVE

CSB BANK LTD, INDIA, JUNE 2022 – JULY 2023

- Analyse clients KYC Documents.
- Analyse the personal information given in the KYC's documents.
- Collecting information through direct contact to the clients
- Identifying invalid KYC and compare the details
- Updating the daily reports to the Credit Manager
- Final Verifications and Update the Top Managers.

HR EXECUTIVE

STAR HR SOLUTIONS PVT LTD, INDIA, SEPTEMBER 2020 – JUNE 2022

- Monthly Payroll management and keeping muster roll.
- Maintain records of invoice and receipt
- Coordinate office activities and Operations
- Preparation of monthly salary slips
- Arrange candidates for the interviews.
- Monthly EPF and ESI, GST filing
- Employees data collection and update the details in a file.
- Preparing Agreements and Quotation.
- Conducting Exit Interviews.