

# Mary Teena Fernandez

Administrative executive

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Dubai, United Arab Emirates

## EXPERIENCE

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10/2023 - Present

### Administrative executive

Smart auto automobile auction

Providing excellent products and services.

Responsible for daily sales reports.

Making followup calls to ensure customer satisfaction.

Responsible for daily cash collection and reporting.

11/2018 - 03/2023

### Accounts assistant

Fathima group

Responsible for proper managed clerical works.

Responsible for daily cash collection and reporting.

Responsible for channeled filing, handling administrative emails and phone calls.

Keeping track of customer invoices and vendor payments and filing the same with a managed fashion.

Assisting Sr. Accountant with pending invoices and payments.

08/2016 - 11/2018

### Administrative assistant

Indus motor co private ltd

Generating Insurance for New Car on daily basis according to the registration under Cochin Dealership.

Approving authority for all the NCB and Taxi Insurance for all Branches under Cochin Dealership.

## EDUCATION

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06/ - 03/2018

### Finance and taxation

Mahatma Gandhi University

Bachelor of commerce

## SKILLS

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CRM

GCC accounting and SAP

MS office

Cash management

Administration

## LANGUAGES

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Hindi

English