



# SHEMEEM NS

**Address:** Al Karama ,Dubai, UAE  
**Phone:** +971 506846676  
**Email:** shemeemnasar@gmail.com

## SUMMARY

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Experienced Operations Management Administrator with over 2 years of expertise in operations planning, logistics coordination, and process optimization within the car care product industry. Proven ability to manage inventory, coordinate with delivery agents, and ensure efficient supply chain management. Skilled in analyzing operational data, improving workflow efficiency, and maintaining compliance across different time zones. Strong leadership abilities and a dedication to organizational excellence. Possess a solid foundation in business administration with an MBA, excelling in resource management, process improvement, and cross-functional team collaboration. Demonstrated success in streamlining operations and enhancing productivity.

## WORK EXPERIENCE

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### Operations Management Administrator

ODDO private limited, kerala, india

OCT 2022 - OCT 2024

- Managed sales orders from initiation to completion.
- Packed products efficiently to ensure safe and timely delivery.
- Coordinated logistics by liaising with various delivery agents to ensure smooth and timely delivery of products.
- Managed and conducted regular inventory checks to maintain accurate stock levels.
- Liaised with customers to schedule convenient delivery times.
- Tracked long-term sales data to identify trends and inform sales strategies.
- Monitored and assisted with efforts to retain customers.
- Engaged in eCommerce activities, including online sales and promotions.
- Demonstrated readiness to work extended hours or across different time zones to meet product delivery deadlines.
- Promoted sales through various channels to increase product visibility and sales.
- Collected and analyzed customer feedback to improve products and services.

## EDUCATION

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### MASTER OF BUSINESS ADMINISTRATION

JUN 2017 - MAY 2019

Marketing and Finance

ABDUL KALAM TECHNOLOGICAL UNIVERSITY

### BACHELOR OF COMMERCE

JUN 2013 - MAY 2016

Finance and taxation

KERALA UNIVERSITY

### HIGHER SECONDARY/ PLUSTWO

MAR 2013

COMMERCE

KERALA HIGHER SECONDARY BOARD

### HIGH SCHOOL

MAR 2011

SSLC

KERALA STATE BOARD

## ADDITIONAL INFORMATION

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**Nationality :** Indian  
**Passport number :** M5157086  
**Date of birth :** 22-05-1995  
**Driving license :** Indian  
**Gender :** Male  
**Father name :** Nasarudeen  
**Mother name :** Shajira

## INTERNSHIP - PROJECT

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**MILCO DIARY - ATTINGAL , TRIVANDRUM**  
**PROJECT: CHANGING PERCEPTION OF CAR BUYERS A**  
**COMPARITIVE STUDY ON HATCHBACK AND SUV CARS**

## AWARDS / CERTIFICATES

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- International financial reporting standards
- Master in iWork by Apple
- IATA Foundation in travel and tourism with Galileo
- Cadet National service scheme
- Certificate in SAP finance power users
- Microsoft office specialist

## SELF DECLARATION

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**I hereby declare that the information provided in this CV is true and correct to the best of my knowledge and belief.**

**SHEMEEM N S**

## SKILLS

### Technical Skills

- Planning
- Financial Analysis
- Budgeting and Forecasting
- Risk Management
- Problem solving
- Decision making

### Tools/Software

- Tally
- MS office

### Languages

- English (Fluent)
- Malayalam (Fluent)
- Arabic (read, write)
- Hindi (read ,write)