



PARVATHY P J

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OBJECTIVE

I am looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives within a contemporary and economical business setting.

EXPERIENCE

- **Fedserv (Federal Operations and Services)**
2019 - Present
Trade Finance Process Executive
Sound knowledge in Export bill lodgement and realization.
Forex verification power.
Knowledge & Handling of post shipment document which include commercial invoices, packing list, L/C documents, Importing country certification, Customs/ Insurance declaration Certificate of Origin & many more document prepared as per customer requirement.
- **Ezoro Technologies Pvt Ltd**
2018 - 2019
Franchisee Coordinator
Franchise Coordinator oversees new franchisees and provides training and information on the business policies and procedures. Also responsible for finding and developing new franchisees for the business.

EDUCATION

- **Indira Gandhi National Open University**
2019 - Present
Bcom General
- **Gov. Polytechnic College Vandiperiyar**
2015 - 2018
Computer Application Business Management
- **N.S.S Higher Secondary School Kothamangalam**
2013 - 2015
Plus Two Science
- **St. Augustines Girls H.S.S Kothamangalam**
2013
S.S.L.C

SKILLS

- Ability to handle stress.
- Analytical.
- Data quality.
- Asset management.
- Information technology.
- Understanding technology..
- Communication skills

LANGUAGE

- Read: Malayalam, Hindi, Tamil, English
- Write: Malayalam, Hindi, English
- Speak: Malayalam, Tamil, English

STRENGTHS

- Dedicated
- Accuracy
- Enthusiastic
- Flexible
- Hard-working
- Trustworthy
- Quick learner
- Excellent Communication

WEAKNESSES

- Too critical of myself.
- Perfectionist
- In a rush to complete tasks before the deadlines and you stress yourself in the process.
- Being an open communicator, my style might be a bit blunt and brazen for others.

ACTIVITIES

- Drawing
- Writing
- Singing

REFERENCE

- **Afjith Santhosh - "Sutherland Global Services"**
Executive
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