

## SHERIN MARIA

Mudavassery (H)

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Experienced and resourceful Document Co-ordinator with a Degree in Economics and pursuing Masters in Psychology. Accomplished at handling the sorting and distribution of files and documents as part of the business's services and operations. Thrives working in a dynamic environment that call for exceptional adaptability, flexibility, and effective collaboration and teamwork with and within teams.

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### WORK EXPERIENCE –

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**07/04/2021 – Till date**      **Document Co-Ordinator**      **Polinsys Ltd.**      **Ernakulam/Kerala/ India**

- \* Organising, classifying and labelling documents for user convenience
  - \* Obtaining papers on demand, sketching up a long term shortage plan, obeying legal and statutory obligations.
  - \* Collaborating with co-workers to guarantee consistency in documentation procedures across the organisation.
  - \* Communicating with clients.
  - \* Audit documents to review for correctness and make sure all documents are up to date.
  - \* Checking documents for accuracy.
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### RELEVANT SKILLS

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- **Computer skills:** Microsoft Office, MS PowerPoint, MS Word, MS – Excel
  - **Technical Skills:** Data Entry, Document handling, Document verifying
  - **Professional/Social:** Teamwork, Time-management, Communication, Leadership, Problem-solving,
  - **Languages:** Malayalam, English
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### EDUCATION

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**2019**    **B.A Economics**      **St.Pauls College Kalamassery, ( M. G University )**    **Ernakulam, Kerala**

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Pursing M.A in Psychology from IGNOU

**Reference 1**

Aswathy P C

Polinsys Ltd.

Kalathiparambu Road, Cochin

**9961977258**

**Reference 2)**

Shilpa K. K

Polinsys Ltd.

Kalathiparambu Road, Cochin

**8943131527**