

SHERIN MARIA

Mudavassery (H)

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Experienced and resourceful Document Co-ordinator Cum Portal Associate 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.

WORK EXPERIENCE –

07/04/2021 – 31/10/2023 *Document Co-Ordinator Cum Portal Associate at 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. Advising and responding to queries on document status by interfacing with customers. Visa Filling
- ❖ Audit documents to review for correctness and make sure all documents are up to date. Checking documents for accuracy.

RELEVANT SKILLS

- **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

EDUCATION

Course/Degree	School/University	Year
M.A Psychology	IGNOU University (Distance Education)	Current Pursuing
D.Ed in Mental Retardation	Sneha Sadan College Of Special Education	Discontinue
B.A Economics	St.Paul's College, Kalamassery (MGU)	2019
Plus Two in Commerce Computer	Vidyanikethan College	2016
SSLC	St.Thomas GHS, Thevara	2014

Reference 1

Aswathy P C

Polinsys Ltd.

Kalathiparambu Road, Cochin

9961977258

Reference 2)

Shilpa K. K

Polinsys Ltd.

Kalathiparambu Road, Cochin

8943131527

