

Parvathy OS

POSITION TITLE

I, Myself a Bachelor of Arts Graduate in Economics from Kerala, India. To work in an environment which offers a good opportunity to share my knowledge and skills with others and participate myself and work towards for a complete satisfaction of company.

WORK EXPERIENCE

Delivery Coordinator cum Office admin

E-commerce

Kerala, India

May 2023-
Sep 2023

- ❖ Experienced in making delivery schedule and assigning delivery to perform the task.
- ❖ Monitoring the delivery and return pick up of the product is based on the schedule or not.
- ❖ Maintained delivery and return pick up report and updating in the system.
- ❖ Analysis of the performance of the delivery team and preparing monthly report.
- ❖ Responsible verifying loading and unloading schedule orders and return pickups.
- ❖ Maintained third party teams and following with them for services.
- ❖ Managing payments, bills & Petty cash and keeping records.
- ❖ Attending customers and client calls and giving proper support.
- ❖ Managing office and procuring office supplies.

Certifications

- ❖ Bachelor of Arts in Economics from MG University, Kerala, India.
- ❖ Kerala State Higher Secondary education, kerala, India.
- ❖ Kerala State secondary School, Kerala, india

Computer Proficiency:

- ❖ MS. Office
- ❖ Photo and video editing.

Interested Professions;

- ❖ Receptionist
- ❖ Cashier
- ❖ Storekeeper

Personal Details:

- ❖ Nationality: Indian
- ❖ Gender: Female
- ❖ Driving: Indian Driving License
- ❖ Visa: Visit visa (Can Join Immediately)

Declaration:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.



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Parvathyos3553@gmail.com



Abu Dhabi, UAE



08/04/2003

LANGUAGES

- English - Speak, read & Write
- Hindi - Speak, read & Write
- Malayalam - Speak, read & Write

SKILLS

- Good Communication skills
- Basic Computer skills
- Good time management
- Organization and management
- Team player
- Customer Relationship
- Point of sales
- Good Leadership Skills
- Cash Handling

HOBBIES

- Volleyball Player
- Swimming
- Music

Achievements

20th Kerala state mini volleyball championship held at SNV Hss, North paravoor from 15 September 2016 to 18 September 2016.

47th Kerala state Junior volleyball championship held at SNV Hss, North paravoor from 8 November 2019 to 10 November 2019.

48th Kerala state Junior volleyball championship held at Chennamkary Athletic club Alapuzha from 6 march 2021 to 7 March 2021.