# **CURRICULAM VITAE**

**Mary Tetsy C J**

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**Career Objective**

Seeking a career oriented position with a progressive organization where my professional experience and academic background will enable me to make significant contribution thus achieving organization goals and personal growth

## Work Experience

### Present Employment

Company : Mint Business Solutions Pvt Ltd.

Designation : ITES Executive

Tenure : 09 August 2013 to 30 September 2015

Industry type : BPO / Outsourcing

### Career Skill Summary

* Proficient MS office skills
* Responding promptly to customer enquiries in person or via chats and email – always in a professional & efficient manner.
* Assisted departmental trainers and Subject Matter Experts.
* Effectively produces the project with speed and accuracy to meet deadlines
* Refer the problem / identify the issues on assigned work type and escalate occurrences to work flow coordinator or client manager
* Conceptualizes and visualizes customer ideas and translates them to deliverable as per firm standards
* Types, formats, checks mathematical accuracy and spell checks all types of documents and templates
* Effectively utilizes styles, mater pages and templates
* Remains up to date with the latest development in technologies that are required for the project
* Adapt to changing needs and deadlines and remain calm when working under pressure with high attention   
  to detail
* Monitor regulatory activity to maintain compliance with records and document management laws.

## Educational Qualification

Graduate in Master of Business Administration (2015 – on going) Distance Education from Sikkim Manipal University.

Under graduated in Economics (2010 – 2013) from St.Joseph’s College, Ernakulam, under Mahatma Gandhi University, Kerala with 58.20% aggregate.

HSE: From SDPY Boys Higher Secondary School, Palluruthy (Higher Secondary Board, Kerala) with 64.33% aggregate.

SSLC: From Fatima Girls High School, Fortkochi (Board of Public Examinations, Kerala) with 73.16% aggregate.

## Professional Skills

Office Automation : MS Office

Operating systems : Windows 2000 / XP / 2007

## Technical Qualification

Course : PGDCA

Institution : Kerala State Technical Education Development

Society, Kochi

Course : M.S Office

Institution : Jubilee Memorial Technical Training Centre, Kochi

## Personal Profile

Date of Birth : 05 October 1992

Sex : Female

Religion and Caste : Christian, Latin Catholic

Marital status : Single

Nationality : Indian

Languages Known : English, Hindi and Malayalam

Strengths : Quick learner, good team player, adaptability,

Decision making, confident, ambitious, good

Analytical skills and problem solver

**Reference**

# *Shaheer Sherif*

Project Manager

Mint Business Solutions Pvt Ltd.

Email: Shaheer.k@mint-biz.com

Ph: +919020400497

## Declaration

I hereby declare that the information furnished above is true and correct to best of my knowledge and belief.

Place: Ernakulam

Date: MARY TETSY CJ