## RESUME

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| --- | --- |
| **PRINCE S.P.**  Phone No: - +91-7012730372, 8137060352  Email Id:-  [psp.parappil175@rediffmail.com](mailto:psp.parappil175@rediffmail.com) |  |

**CAREER OBJECTIVE**  
Intend to build a career in corporate environment to develop more innovative ideas in my field and dedicating myself for the growth of the organization.

**KEY SKILLS:**

* Positive attitude.
* Committed towards work.
* Good logical and analytical skills.
* Learn independently.

**EDUCATIONAL QUALIFICATIONS**

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| --- | --- | --- | --- | --- | --- |
| **Sl.No.** | **Education** | **University / Board** | **Institution** | **Period** | **% of Marks** |
| 1 | **BA (History)** | Kerala University | Govt. College Nedumangadu | 2012-2015 | 70% |
| 2 | **Plus Two**  **(Humanities)** | Board of Higher Secondary Examinations, Govt. of Kerala | Govt. Boys H S S, Mithirmala | 2010-2012 | 70% |
| 3 | **SSLC** | Board of Public Examinations, Kerala | Govt. Boys H S S Mithirmala | March 2010 | 70% |

**COMPUTER KNOWLEDGE**

* M.S. Office.
* ADCFA
* TALLY
* SAP

**WORKING EXPERIENCE**

**Present Employer**

Employer Name :- Fair Exports India , Trivandrum-

Designation :- Purchase Coordinator (lulu international)

Period :- From 1st April 2018 to Still Date (1.9 years)

Duties and Responsibilities;

* Tracking and follow-up day to day shipments
* Order placing and Coordinate Vendors
* Exporting documentation preparations, Invoicing, Cost sheet making, Offer placing etc.
* Coordinate with Airline and Cargo teams
* Coordinate all Teammates and clients

**Previous Employer**

**Employer Name** :- M/s SR INFOTECH, Trivandrum, Kerala

Designation :- Branch Coordinator-Sales, Accounts & Stores

Period :- From 1st March 2016 to 31st March 2018 (2years)

Duties & Responsibilities;

* Record Sale Invoice, Purchase Invoice, Journal and Contra transactions in Tally ERP 9 Version.
* Collect Orders from Clients.
* Communicate with clients and Team Members
* Processing and Filing Invoice and documents.
* Answering Customers and Clients
* Coordinate Sales, Payment collection ,Purchase process and all type off branch related works

**HOBBIES**

* Reading
* Movies

**PERSONAL DETAILS**

Permanent Address :- Priya Nivas, Parappil, Muthuvila-PO,[Nedumangad],

Thiruvananthapuram-Dist, Kerala-695610

Father Name :- Prasenan S

Date of Birth & Age :- 27th March 1995, 24 Yrs.

Nationality :- Indian

Sex :- Male

Marital status :- Unmarried.

Languages Known :- Malayalam, English and Hindi

**DECLARATION**

I hereby declare that the above mentioned information’s are true and correct to the best of my knowledge & belief.

**Prince S.P.**