



SHERIN MATHEW MANAPPALLIL

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## **OBJECTIVE**

Looking for a challenging position in an Organisation where my skills and abilities shall be utilized to its best and which will help me to explore myself fully and utilize my potential. A role that would mutually benefit me and the organization I work for.

## **ACADEMIC DETAILS**

Graduation: B.tech in Electronics&Communication Engineering, University of Kerala(year2016)

HSE (Science), Board of Higher Secondary, Kerala

## **PREVIOUS WORK EXPERIENCE(1 Year)**

Xerox Business Services India Private Limited, India

Role:Transaction Analyst

- Medical Insurance Enrolments
- Insurance processings
- Examine the claims and verify Insurance eligibility
- Detecting any coding errors and performing modifications
- Work cordially in a team and participate in meetings,sharing ideas and Information
- Ensure timely processing as per clients requests

Hot N Sour Entertainment Company

Role:Web Designer and SEO

- Designing Web Pages
- SEO(Search Engine Optimisation)

## **IMPLANT TRAINING**

- Has undergone certificate course in communication from BSNL Kerala.
- Has undergone certificate course in Web designing from NORKA ROOTS

## **TECHNICAL SKILLS**

- Word press, SEO(Search Engine Optimisation)
- HTML,Dream weaver,CSS
- Microsoft Word,Excel,Power point

## **HONOURS AND ACTIVITIES**

- Member of Scout and Guide in school level
- Active participation in various group events of school and college.
- Volunteer of national level Tech fest and got 2<sup>nd</sup> prize for group project

## **STRENGTHS**

- Optimism and faith in God.
- Willingness to learn and update Knowledge.
- Dedication and commitment.
- Co-operative and sociable.
- Disciplined, sincere and trustworthy.
- Good team player.

## **PERSONAL PROFILE**

Date of birth : 20/11/1993

Gender : Female

Nationality : Indian

Marital Status : Single

Languages known : English, Malayalam

Passport No : P0819882