



SWATHY SOMAN PS

Address :- Dalia House TC 89/454
Near L.P School,Shanghumugham
Trivandrum,Kerala
Phone :- 9895987825
E-mail id :- swathysomanps@gmail.com

CAREER OBJECTIVE:

To pursue a challenging career in an organization where I can harness my technical skills and creativity towards making a significant contribution to growth and development of the Organization. Document Review Specialist with demonstrated success negotiating, researching and communicating effectively. Provide leadership vision, direction, development and maintenance of multiple complex and high priority contracts directly impacting business strategies of organization. Strong organizational skills and ability to think strategically and react quickly to internal and external needs.

EDUCATIONAL PROFILE:

Masters of Science : Computer Science

Mar Ivanoius Trivandrum : 2013-2015
Correspondence Education
-: 58%

Bachelors of Science : Computer Science

University Institute of Technology: 2010-2013
-: 63%

Higher Secondary Certificate : Computer Science

GHSS Cottonhill Trivandrum : 2008-2010
-: 73%

High School Certificate

GHSS Cottonhill Trivandrum : 2008
-: 83%

SKILLS:

- >> MS Office
- >> Problem Solving
- >> Accuracy and efficiency in documentation
- >> Document management
- >> Assessment reports and other documentation

WORKING EXPERIENCE:

July 2017 - **DOCUMENT OFFICER**

Current ALPHA MARY INTERNATIONAL EDUCATION PVT LTD
Trivandrum, Kerala

- Reviewed document management protocols and user activities against internal records policies and document management standards.
- Communicated with clients to review contracts, answer questions and determine special circumstances.
- Prepared digital files, physical documents and work requests in compliance with company guidelines.
- Worked with internal staff to process documents and sent for closing.
- Analyzed contract documents to identify ambiguity and conflicts between documents and specifications.
- Prepared documents, such as contracts, statements of work, budgets, non-disclosure agreements and appendices.
- Worked with internal team members to remedy issues with preemptive solutions.
- Maintained organized and efficient document flows by using excellent planning and Multi-tasking skills.

June 2015 – **TECHNICAL SUPPORT**

April 2017 RIYA GROUP PVT LTD
Trivandrum, Kerala

- Developed and tested new product offerings prior to release to assist development team in bug identification.
- Configured software to set up work stations for employees.
- Executed all digital marketing initiatives, including eCommerce marketing strategy, SEO and SEM and social media content.
- Built, implemented and updated effective SEO strategies.

October 2014- **TECHNICAL SUPPORT**

April 2015 35th NATIONAL GAMES ORGANISATION COMMITTEE
Kerala

- Evaluated and responded to incoming sales leads and requests for Technical Support Assistance.
 - Identified and solved technical issues using variety of diagnostic tools and tactics.
 - Maintained excellent attendance record, when start games
 - Developed and tested new product offerings prior to release to assist development team in bug identification.
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PERSONAL PROFILE:

Name	:	Swathy Soman P S
Father's Name	:	P.P. Soman (LATE)
Mother's Name	:	Sobhana Soman D
Date Of Birth	:	01.10.1992
Sex	:	Female
Martial Status	:	Single
Nationality	:	Indian
Religion & Caste	:	Hindu,Ezhava
Languages Known	:	English,Malayalam,Hindi and Tamil
Contact Address	:	Dalia House, TC 89/454 Near L.P School Shanghumugham Beach P.O, Trivandrum, Pincode- 695007
Mobile	:	+919895987825
E-mail id	:	swathysomanps@gmail.com

DECLARATION :

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

Place -: Trivandrum

Swathy Soman P S

Date -: 25-04-2020
