

Risvana V

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Dynamic professional with a proven track record in postal operations and project coordination, notably with the Department Of Posts. Excelled in customer service and records management, enhancing client satisfaction and operational efficiency. Skilled in transactions oversight and fostering positive relationships, demonstrating creativity and resilience in challenging tasks.

Skills

- Transactions oversight
- Postal regulations
- Records management
- Customer-oriented
- Records maintenance
- Delivery coordination

Work History

Branch Post Master

Department Of Posts, Kerala, India

April 2023 - Current

- Assisted customers in determining proper postal service to align with individual needs.
- Developed and maintained detailed reports of all post office activities.
- Issued and cashed daily money orders.
- Managed flow, operations and management services for over daily post office visitors.
- Managed daily operations of employee post office.
- Adaptable individual with exceptional interpersonal skills and talent for building relationships. Known for delivering outstanding service and enhancing client satisfaction. Focused on fostering positive interactions and creating collaborative environment.
- Demonstrated a high level of initiative and creativity while tackling difficult tasks.

Assistant Branch Post Master

Department Of Posts, Kerala, India

December 2021 - March 2023

- Assisted manager in all aspects of business operations.
- Worked closely with management to provide effective assistance for specific aspects of business operations.
- Greeted guests in with friendliness and professionalism.
- Performed wide-ranging administrative, financial and service-related functions.

Project Coordinator

Kwiks Systems & Services, Kerala, India

October 2017 - August 2018

- Coordinated entire work schedule.
- Prepared Purchase Orders, Price Lists, Quotations & all system related documents & works.

Mathematics Instructional/Content Designer

Genius Group Global, Kerala, India

December 2016 - October 2017

- Treated contents with emotionally bind characters through proper learning scenario & longtime research
- Pulled off the super charged content of the chapter with great hardwork & resilience.

Education

IIMTS

Diploma In Instructional Designing 2017

CUSAT

Bachelor of Technology in Information Technology 2016

Languages

Malayalam



Hindi



English



Arabic

