

Respected Sir/Madam,

My name is Swathi Aravind, and I am a PMP® certified Project Manager cum Business Analyst with 3.7 years of experience. I kindly request you consider my Resume attached with this mail for this job vacancy.

As someone who is motivated by organizing projects to maximum efficiency, I have established myself professionally as the go-to person for getting projects completed on time and under budget. With my previous employers, I was responsible for developing and documenting business requirements, functional requirements, Workflows, Wire-framing, Project Coordination, Preparing time plans and QA Testing. Also, I would like to mention that I can quickly adapt and learn new technologies and I believe that my skills and interest will add value to your team and customers.

Thank you for your consideration and for taking the time to review my application. I welcome the opportunity to learn more about this job. I have brought my considerable skills to my previous roles and I hope to bring them to your company as well. The enclosed resume will furnish you with information concerning my overall professional and academic background. Please feel free to contact me at any time with any questions you may have.

Email Id: swathiaravind94@gmail.com

Phone number: +97333074728

Thank you,
Swathi Aravind