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[www.youtube.com/c/AngloRolls1311](https://www.youtube.com/c/AngloRolls1311)



[arifaj.dxb@gmail.com](mailto:arifaj.dxb@gmail.com)

## PERSONAL DETAILS

Passport No. : U4397338  
Visa : Spouse  
Visa Expiry : 13/03/24  
Address : Al Twar-1,  
Dubai.

## CORE COMPETENCIES

- Data Entry
- Scanning
- Customer Service
- Microsoft Excel
- Filing
- Receptionist
- Microsoft Office
- Communication Skills
- Database

## LANGUAGES

- English
- Tamil
- Hindi

## EDUCATION

- Master of Arts (English)  
(2017-2019)
- TESOL/TEFL (120-hour)

# ARIFA J

## PROFESSIONAL SUMMARY

Experienced Data Entry Assistant with over 3 years of experience in industry. Excellent reputation for resolving problems and improving customer satisfaction.

## SKILLS

- Data Entry Clerk
- Scanning
- Microsoft Excel
- Receptionist
- Microsoft Office
- Communication Skills
- Transcriber
- Typist
- Time management
- Customer Service

(Word, Excel, PowerPoint, Outlook)

## WORK HISTORY

### EXECUTIVE ADMINISTRATIVE ASSISTANT (REMOTE)

Ono Labs Pvt Ltd, Mastree (Bangalore)

*Nov 2020- Sep 2021*

- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
- Performed duties in accordance with applicable standards, policies and regulatory guidelines to promote safe working environment.
- Used critical thinking to break down problems, evaluate solutions and make decisions.
- Exceeded goals through effective task prioritization and great work ethic.

### DATA ENTRY ASSISTANT CUM OFFICE ADMINISTRATIVE SKYNET SMART SERVICES (Thanjavur)

*May 2019- Oct 2020*

- Managed documents by organizing forms, making photocopies, filing records, preparing correspondence and creating reports.
- Scanned documents and saved in database to keep records of essential organizational information.
- Produced monthly reports using advanced Excel spreadsheet functions.
- Created reports based on up-to-date to inform business decisions.

## COURSE HIGHLIGHTS

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- **Junior English Typewriting**  
*(First Class-2014)*
- **Computer on Office Automation**  
*(First Class with Distinction-2015)*
- **Tally 9.0**  
*(‘A’ Grade-2015)*

## ACHIEVEMENTS

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- **Poem (HAPLESS LOVE)**  
*In ‘A Contradiction of Individual Minds’  
Unvoiced Hearts (2020)*
- **Islamic Book (AL MAR-ATHUS SAALIHAAT)**  
*Self-Publication  
January (2020)*
- **Poem (SMITTEN BY YOU)**  
*In ‘Pursuit of Love Anthology’  
Excritor Explorers (2019)*

## CERTIFICATION

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- **120-Hour TESOL/TEFL Certificate (Cert. No. WTA22220621)**  
*(Accredited by ACCREDITAT & the CPD Certification Service)  
UKRLP: 10087431*
- **Online Quiz on English Literature (Cert. ID: 1H3RZK-CE000005)**  
*(Score: 80%)  
23<sup>rd</sup> June, 2020*
- **Recognition for being a Co-author and Phenomenal work in “Pursuit of Love Anthology”**  
*(Smitten by You)  
July, 2019*
- **One-Day International Conference on “Envisioning/Re-visioning Postmodern Literature”**  
*(Issue of Post Modernity in Nature in Michael Crichton’s “Jurassic Park”)  
21<sup>st</sup> February, 2018*
- **One-Day National Seminar on “Literature Theoretical Approaches to Films”**  
*7<sup>th</sup> December, 2018*
- **ICARUS LITERARY ASSOCIATION**  
*(Magic Realism in American Novels)  
3<sup>rd</sup> March, 2017)*

## DECLARATION

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

**Signature,**

**(ARIFA. J).**