LINIMOL K JOSE

Contact

Location	: Sharjah
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Email	: linimolkjose2000@gmail.com

Personal details

Gender	: Female
Date of Birth	: 04/02/2000
Nationality	: Indian
Passport Number	: Y7577056
Marital Status	: Single

Languages

English
Hindi
Tamil
Malayalam

Softwares

C,C++
MS OFFICE
JAVA

Personal skills

Good Communication
Leadership
Strong work ethic
Active listening & Learning
Sense responsibility
Presentation & Professional Speaking
Accurate Data Input
Problem-Solving Skill

Summary

Detail-oriented professional with a Diploma in Computer Engineering and three months of data entry experience. Proficient in accurate data input, verification, and maintaining confidentiality. Strong organizational skills and adept at using data entry tools. Eager to contribute precision and efficiency to a dynamic team.

Professional Skills

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

Experience

DATA ENTRY|Sep 2022 – Nov 2022 (3Months)
SFO TECHNOLOGY,COCHIN SPECIAL ECONOMIC ZONE, KERALA, INDIA

- Ensure the accurate and timely entry of data into the designated systems.
- Verify the accuracy of data by comparing it with source documents or other data sets.
- Clean and update existing data by removing or correcting errors.
- Regularly update and maintain databases, spreadsheets, or other data repositories.
- Ensure that data is up-to-date and reflective of the most recent information.
- Maintain confidentiality and security of sensitive information.
- Organize and prioritize tasks to meet deadlines.
- Possess fast and accurate typing skills.
- Familiarity with keyboard shortcuts and efficient data entry methods.
- Communicate effectively with team members or supervisors regarding data-related issues.
- Use data entry software and tools proficiently.
- Stay updated on the latest software or systems relevant to data entry.

Education

- **Diploma in Computer Engineering** – 2019-2022
  Al Azhar College of Engineering and Polytechnic, Kerala, India.
- **Higher secondary School of Education**- 2018
  Board of Higher Secondary Examination, Kerala, India
  MTM HSS Pampakuda
- **Secondary School Education**- April 2016
  Board of Public Examination, Kerala, India
  Rev.Fr.GMHSS Karikode

I do here by declare that the given statements are true to the best of my knowledge and beliefs.

Date : 06/01/2024
Place : sharjah, UAE   **LINIMOL K JOSE**