

RESUME

OFFICE ASISTANT

FUROSE AHAMED A
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PROFESSIONAL SYNOPSIS

I am a hard-working, methodical and driven individual with more than one year of experience in the Data Entry field and with the ability to input and manage data accurately, with great speed and in high volumes. I Can be able to demonstrate effective communication and organizational skills,work on my own initiative, both independently and within a team. I have the excellent ability to organize and priorities my workload to achieve set goals and deadlines in the most efficient manner.

EDUCATIONAL QUALIFICATION

- ❖ B.COM at Mohamed Sathak College of Arts & Science, Chennai (2015-2018).
- ❖ HSC at Government Higher Secondary School Laplet, Tamil nadu. (2013-2015)-68.5%.
- ❖ SSLC at Government Higher Secondary School Laplet, Tamil nadu. (2011-2012)-88.8%.

EXPERIENCE

COMPANY NAME : ASIA AL ALAMIAH TECH CONT LLC

PLACE : SHARJAH

POSITION : DATA ENTRY CLERK.

DATE : JULY 2019 TO JUNE 2020.

SKILLS.

- ❖ Being the first point of contact for data-related queries.
- ❖ Dealing with customers and clients via email and telephone.
- ❖ Data input and manipulation in Excel spreadsheets and Access databases.
- ❖ Ensuring the Data Protection Act is always adhered to.
- ❖ Ensuring the safety and security of the company's data systems.
- ❖ Occasionally carrying out various administration tasks (filing, printing, etc.).
- ❖ Ensuring all the information on the system is accurate and up to date.

SKILL SETS

- ❖ Thorough knowledge of accounting.
- ❖ Strong Analytical, Problem Solving, Organizational Ability.
- ❖ Written and Communication skills.
- ❖ Willingness to Learn.

CERTIFICATION

- ❖ TALLY.ERP 9
- ❖ MS OFFICE

HOBBIES

- ❖ Reading Books.
- ❖ Playing games (Cricket, Volleyball).
- ❖ Listening Songs.

COMPUTER SKILLS

- ❖ Operation System : Windows 98, XP Professional, Vista, Windows 7 & Windows 8.
- ❖ Internet : Good knowledge in Internet surfing.
- ❖ Packages : MS-Office (word, excel, access, power point etc.)

PERSONAL PROFILE

Gender	:	Male
Date of Birth	:	07-07-1998
Religion	:	Islam
Nationality	:	Indian
Marital status	:	Single
Languages Known	:	English, Hindi.
Visa Status	:	Visit
Visa Valid	:	01/04/2022

