

CURRICULAM VITAE



Shamnaz k

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shamnazkarapath@gmail.com |

OBJECTIVE

I am a hard-working methodical and driven individual with more than two years of experience in the Data Entry field and with the ability to input and manage data accurately, with great speed and high volumes. I am 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 in order to achieve set goals and deadlines in the most efficient manner.

PROFESSIONAL EXPERIENCE

- ❖ Has 2.2 years of experience in Data Entry.
- ❖ Have working experience in Food Stuff companies as a Data Entry operator or IT operator
- ❖ Dealing with customers and clients via email and telephone
- ❖ Manual entering and verification of customer records and orders
- ❖ Manual Entering of purchase order and purchase return
- ❖ Have an experience in SQL database(SQL Server 2014)
- ❖ Managing and monitoring all installed systems and infrastructure.

SKILLS

- ✓ Excellent Data Entry Skills (for both accuracy and speed)
- ✓ Professional Typing Skills (79 wpm – with 98% Accuracy)
- ✓ Excellent IT Skills and hands-on knowledge of .Net C#(Programming language) and SQL Database

EDUCATIONAL QUALIFICATION

Qualification	Period	University/ Board
B-TECH	2015(72%)	DBAU
PLUS TWO(CS)	2011(68%)	Kerala Higher Secondary Education Board
SSLC(Xth)	2009(87%)	Kerala Secondary Education Board

PERSONAL PROFILE

NAME	SHAMNAZ KARAPATH
SEX	MALE
DOB	08-02-1993
LANGUAGES KNOWN	ENGLISH,MALAYALAM
MARITAL STATUS	SINGLE
RELIGION	ISLAM
NATIONALITY	INDIAN
INTRESTS	Listening Music, Cricket
ADDRESS	SHAMNAZ MANZIL,NARIMALAM,CHAOTH(P.O) NILESHWAR(VIA),PIN-671314,KERALA

PASSPORT DETAILS

Passport No : J8767525
Passport Issue Place : Kozhikode
Passport Issue Date : 30/08/2011
Passport Expiry Date : 29/08/2021

Declaration _____

I hereby declare that all the particulars given above are correct to the best of my knowledge and belief.

Shamnaz .K