

MOHAMED NIFRAS

DATA ENTRY OPERATOR

☎ +971526330095

✉ nifrasahamed1401@gmail.com

📍 Dubai, UAE

📅 14 Jan 2000

🇱🇰 Sri Lankan

🛂 Visit Visa



PROFILE

An organized and motivated Data Entry Operator focused on delivering quality work with a diligent work ethic and flexible schedule. Looking to obtain a full-time position utilizing my physical stamina, speed, skills, and knowledge. To secure a responsible position & make the skills speak a position as an effective employee.

PROFESSIONAL EXPERIENCE

DATA ENTRY OPERATOR

Nov 2020 – Dec 2021
Sri Lanka

TAIBAH MARKETING

- Entered customer and vendor data along with related information.
- Verified customer and order information for correctness, checking it against previously obtained information as necessary.
- Compile, verify the accuracy, and sort information according to priorities to prepare source data for computer entry.
- Answered telephones, directed calls, and took messages.
- Stored completed documents in appropriate locations.
- Assisted with purchasing and oversight of office equipment and supplies.
- Refer major hardware or software problems or defective products to vendors or technicians for service.
- Assisted office staff with computer application questions.

DATA ENTRY OPERATOR

Feb 2020 – 2020
Maldives

COMPUTER PLUS

- Verified entered customer and account data by reviewing, correcting, deleting, or re-entering data.
- Stored completed documents in appropriate locations.
- Answered telephones, directed calls, and took messages.
- Compiled, copied, sorted, and filed records of office activities, business transactions, and other activities.
- Operated office machines, such as photocopiers and scanners, facsimile machines, and personal computers.

DATA ENTRY OPERATOR

Jun 2016 – Dec 2017
Sri Lanka

ATHAMBAWA CONTRUCTIONS

- Worked as part of a team in a busy office environment processing,
- Accurately entering the business names, addresses, and financial details of businesses and individuals.
- Entering data accurately onto computerized databases & Excel spreadsheets.
- Data manipulation in Excel spreadsheets.
- Occasionally carrying out various administration tasks like photocopy & Scanning
- Installed and maintained the company's computer systems and network.

EDUCATION

HIGHER NATIONAL DIPLOMA IN INFORMATION TECHNOLOGY

ESOFT METRO CAMPUS

Jan 2018 – Jan 2020

Sri Lanka

DIPLOMA IN NETWORK ADMINISTRATION

WINSYS NETWORKS

Jan 2016 – Jun 2016

Sri Lanka

DIPLOMA IN INFORMATION TECHNOLOGY

BCAS

Jan 2016 – May 2016

Sri Lanka

DIPLOMA IN ENGLISH

BCAS CAMPUS

Jan 2016 – May 2016

Sri Lanka

SKILLS

Computer skills (including software & hardware)

MS Office

Proficient typing and transcription

Organisational and time management abilities

Administrative skills

Communication (written and verbal)

Customer service skills

Accuracy and attention to detail

Multi-tasking

Ability to work independently

Teamwork

A positive attitude when working under the pressure

Being detail-oriented

Office Equipment

Telephone And People Skills

Problem Solving

DECLARATION

"I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars."

MOHAMED NIFRAS