



DEVI VENKADESH

I want a highly rewarding carrier where i can use my skills and knowledge for organizational and personal growth. And i want to open more opportunities for my self in the future.



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No: 12/52, Muthusamy
Street, Pudur, VilathikulamTk,
Tuticorin- 628905, Indian



20 May, 1994

SKILLS

MS Office

Windows/Mac

Programming C,C++

LANGUAGES

Tamil

Native or Bilingual Proficiency

Telugu

Full Professional Proficiency

English

Full Professional Proficiency

Malayalam

Full Professional Proficiency

WORK EXPERIENCE

Data Entry Operator

FOXCONN Pvt. Ltd.,

05/2016 - 02/2019

Achievements/Tasks

- Insert customer and account data by inputting text based and numerical information from source documents within time limits
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry.
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output.
- Research and obtain further information for incomplete documents.
- Apply data program techniques and procedures.
- Generate reports, store completed work in designated locations and perform backup operations.
- Scan documents and print files, when needed.
- Keep information confidential

Delivery Coordinator

SALCOMP Pvt. Ltd.,

03/2019 - Present

Achievements/Tasks

- Review and process orders from customers.
- Contact customers and arrange delivery times
- Answer any questions the customer may have
- Coordinate the physical shipping process
- Perform loading or packing duties when necessary

EDUCATION

Bachelor Computer Application

Madurai kamarajar university

07/2012 - 05/2015