



## Jaspreet Kaur

Data Entry Operator

### Profile

Dedicated and detailed oriented professional with 3 years of experience in data entry and office support. Seeking a challenging role in dynamic organization as a Receptionist, Data entry operator, Office assistant and store keeper where I can utilise my computer skills and contribute to company success.

### Work Experience

Western Commercial Carriers Apr 2021 - Dec 2023

Data Entry Operator And Documents Controller

Handled large volume of data using Microsoft Excel. Maintained transport records and updated delivery logs. Assistant in documentation and report generation.

Om Visa Immigration Office Apr 2024 - Apr 2025

Telecaller And Customer Care Executive

Attend calls and control documents regarding visa files.

### Education

Matric 2014 - 2015

5-H Punjab Public School

12 Standard 2016 - 2017

Govt Girls Sen Sec School

Bachelor Of Computer Application 2017 - 2020

Lovely Professional University

### Additional Info

I am looking for Job in Dubai (Abu Dhabi). I am here on visitor visa for 2 months. I am ready to join immediately for work. About Education I have done my matric class in 2015 and got 86% marks with first position in my school. I passed my 12 standard in 2017 in Non Medical stream and got 70% marks. I completed my Graduation from Lovely Professional University Jalandhar and got 8.2 CGPA (82%) marks. After I completed my education i have experience of 4 years work in two fields in head office of transport company and immigration office.

### Contact

+971589927419

jass86919@gmail.com

Abu Dhabi, Shabiya 10  
street- Mohamed Bin Zayed  
City ME10 Near- Emirates  
Future International Academy  
School (EFIA)

### Skills

Communication Skills

Fast Typing

Teamwork Work

Decision Maker

Problem Solving

Self Motivated

Computer Skills

Time Management

Fast Learner

### Languages

English

Hindi

Punjabi

### Interest

Exploring Data

Photography

Digital Marketing

Social Media Manage