



## SREELATHA S

Experience : 8 years

### **PERSONAL INFORMATION**

Date of Birth : 20/11/1977  
Gender : Female  
Nationality : India  
Marital Status : Married  
Driving License : Indian, Kerala  
Visa Status : Visit Visa  
Residence Country : Dubai, U A E

### **Languages Known :**

English, Malayalam, Hindi

### **Education**

BA, CTTC,DTP

**Target Job Title :** Data entry operator,  
Document Controller, Cashier,  
Sales Executive



Burdubai, Dubai



0971 559345415



Sree4ever09@gmail.com

### **Career Objective:**

Seeking a career with any organization with commitment and dedication; which will also help me in utilizing my skills for my self- growth, efficiency and elevation of my career.

### **Skills :**

MS office and Typing skill. Fast learner and Hard worker, Effective Communication. Leadership and inter personal skills. Typing Centre works, Cashier, Travels operations (Ticket Booking, tour packages)

### **Specialities:**

MS Office Tools, Excell, Powerpoint, photoshop & Internet

### **Experience:**

- Data Entry Operator, Document Controller at We4solutions. Kerala, India
- Cashier, at Curry Express Restaurant DIP1, Dubai
- Admin at illumina Advertising, Al Qusais, Ind. Area 3, Dubai.
- Sales Executive, at Infolinks Document Clearing Service, Burdubai

Sincerely

Sreelatha S