

## **RESUME**

### **ASHLY PHILIP**

Kavungal (H)  
Arunoottimangalam P.O.  
K.S.Puram, Kaduthuruthy  
Kottayam – 686 604  
Ph: 8592992151  
Email: [ashlyphilipaka@gmail.com](mailto:ashlyphilipaka@gmail.com)



### **CAREER OBJECTIVE**

To work as a Data Entry Operator or DTP Operator. Offering exceptional typing speed with great accuracy, well honed information utilization skills and ability to memorize data locations in order to bring a significant change in data entry operations.

### **SUMMARY OF QUALIFICATIONS**

- Remarkable experience in data entry (alpha and numeric)
- Proficient in Microsoft Office products (Word Excel Access and Power Point)
- In-depth knowledge of entering data fields into computers in Windows
- Remarkable skill in coding information into proper form for entry
- Excellent data entry skills
- Strong clerical and administrative skills
- Ability to process high volume of data on-line accurately
- Profound ability to work independently

### **AREAS OF EXPERTISE**

- Data Entry (English & Malayalam)
- DTP (English & Malayalam)
- Microsoft Office (Word, Excel, Power Point & Access)
- Adobe (Photoshop, Page Maker & Corel Draw)

### **WORK EXPERIENCE**

- Worked as Office Staff & Computer Operator from 16<sup>th</sup> July 2016 to 17<sup>th</sup> January 2018 in Kalapurackal Finance & Forex Kuruppanthara.
  - Cash holding
  - E-Ticket Booking
  - Foreign money exchange
  - Online money transfer
  - Record keeping

- Working as Computer Operator from 01<sup>st</sup> February 2018 in Paroos Communication Kaduthuruthy.
  - Data entry
  - DTP
  - Photoshop
  - Internet (Email, Online Application, Etc.)
  - Xerox machine
  - Scanner

### **EDUCATIONAL QUALIFICATION**

- SSLC from St. Michael's HSS Kaduthuruthy in 2011 with 96.6%
- Plus Two (Science) from St. Michael's HSS Kaduthuruthy in 2013 with 69%

### **PROFESSIONAL QUALIFICATION**

- Certificate Domestic Data Entry Operator from National Skill Development Corporation in 2014
- PDDTP from Kerala State Rutronix in 2017 with first class (81%)

### **KEY SKILLS AND COMPETENCIES**

#### **Professional**

- Ability to communicate
- Financial reporting
- Analytical ability
- Problem-solving skills
- Knowledge of IT software
- Management experience
- Commercial acumen
- Capacity for innovation
- Good Written and Communication Skills
- Fast Typing Speed
- High Levels of Concentration
- Typing Skills

#### **Personal**

- Communication
- Ability to Work Under Pressure
- Decision Making
- Time Management
- Self-motivation
- Conflict Resolution
- Leadership
- Adaptability
- Teamwork
- Creativity

### **PERSONAL DETAILS**

DATE OF BIRTH : 28/08/1995

GENDER : FEMALE

FATHER'S NAME : PHILIP THOMAS

RELIGION & CASTE : CHRISTIAN, CHERAMER

MARITAL STATUS : SINGLE

### **DECLARATION**

I am keen to continue my career and prepared to work hard in order to achieve my organization objectives and I hereby declare that the information furnished above is true to the best of my knowledge.

**ASHLY PHILIP**



PLACE: KADUTHURUTHY

DATE: