

RESUME

ASHLY PHILIP

Kavungal (H)
Arunoottimangalam P.O.
K.S.Puram, Kaduthuruthy
Kottayam – 686 604
Ph: 8592992151
Email: 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)

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 in **Domestic Data Entry Operator** from NSDC in 2014
- **PDDTP** from Kerala State Rutronix in 2017 with first class (81%)

WORK EXPERIENCE

- Worked as Office Staff & Computer Operator from 16th July 2016 to 17th 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 1st February 2018 in Paroos Communication Kaduthuruthy.
 - Data entry
 - DTP
 - Photoshop
 - Internet (Email, Online Application, Etc.)
 - Xerox machine
 - Scanner

AWARDS AND ACHIEVEMENTS

- Bharat Scout and Guide Rajyapuraskar and Rashtrapati Award
- Sugama Hindi Pareeksha
- Kairali Vijnana Pareeksha

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

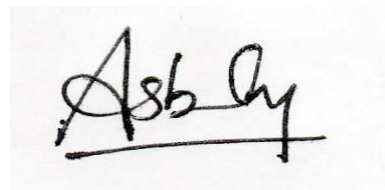
Date of Birth : 28/08/1995
Gender : Female
Father's Name : Philip Thomas
Religion & Caste : Christian, Cheramer
Marital Status : Single
Languages Known : Malayalam, English and Hindi

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.

Place: Kaduthuruthy
Date:

ASHLY PHILIP

A handwritten signature in black ink, appearing to read 'Ashly', written over a horizontal line.