



STEFI T F

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Thappalodath house, ponekkara meechira road, Edappally,
ernakulam

EXPERIENCE

15/02/2023

-

03/05/2022

- **Documentation executive**
Geebee education
created new records to support filing needs. Scanned documents and saved in database to keep records

03/01/2022

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28/02/2021

- **Data entry operator**
Civil station kakkanad
Tracked and maintained records for Covid-19 department.
 - Compiled data and reviewed information for accuracy prior to input.
 - Applied data entry knowledge skills to resolve indecipherable or garbled messages.
 - Added documents to file records and created new records to support filing needs.
 - Scanned documents and saved in database to keep records of essential organizational information.
 - Located and corrected data entry errors and reported to management

EDUCATION

2017-
2020

- **Bcom computer Application**
Bharat Mata college of arts and commerce Aluva

2017

- **Higher Secondary**
Esho Bhavan College, Ernakulam

6 months

- **Computerized financial accounting**
Kerala state rutronix

LANGUAGES

- English

SKILLS

Ms Office

100%

Excel

80%

Email drafting

100%