



gadhacr12@gmail.com
7994537369
DOB 25-08-1998

GADHA KRISHNA

Cherupulliparambil house, Elamkunnappuzha, Vypin, Ernakulam-682503

Objective

To be a dedicated and focused data entry clerk who excels at prioritising, completing multiple tasks simultaneously and following through to achieve project goals. Experienced with processing title work collections and delinquent accounts. Seeking a role of increase responsibility and authority.

Experience

Hindustan organic chemicals ltd **November, 2019 - December 2020**

Data Administrator

Worked as data entry administrator trainee for the head of the department (Electrical & civil). Conducted and co-ordinated meetings, documentation and excelled in work.

Adv. Padmaraj's firm

January, 2021 - December, 2021

Data entry operator

Cyriac & Cyriac

January, 2022 - April, 2023

Data entry operator

Education

MG University

Bcom Co-operation

2022 — **85%**

Women's Polytechnic college, Kalamassery

Diploma in Commercial practice

2019 — **First class with distinction**

Skills

- Data entry
 - Microsoft word
 - Excel
 - Stenography
-

Reference

Suraj - HR

Hindustan organic chemicals pvt ltd

suraj@hocl

8075991587
