

ASWATHY P

DATA ENTRY OPERATOR

Punnakadavil, Varanad PO
Cherthala PIN: 688 539.

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aswathyachu914@gmail.com

OBJECTIVE

I am a Detail-oriented Data Entry Specialist with 3 years of experience within busy office environments, and I am eager to leverage my quick typing skills and database management knowledge towards achieving the department's goal. I'm well trained resolving complex customer problems through active listening and sound judgment.

EDUCATION —

- B.A Sociology
MG University
Aug 2017 – Mar 2020
Cherthala.
- Plus Two
S N Trust HSS.
Jun 2015 – Mar 2017
Cherthala.

KEY SKILLS —

- English Typing
- Malayalam Typing
- Problem solving & Office administration skill.
- Proficient in computer operation.
- Great speed and accuracy in typing
- Good presentation and organization skills.

EXPERIENCE

- *May 2021 – July 2023*
Data Entry Operator • Reliance DC Pharma
(Caspian Management Services)
- *Dec 2020 – April 2021*
Front Office Administrator •
UO TECH - Cherthala, IN

SOFTWARES

- ❖ COREL DRAW
- ❖ PHOTOSHOP
- ❖ MS WORD
- ❖ MS EXCEL

REFERENCES

- **Jithin Joy,**
Inbound Manager,
Reliance DC Pharma.
Contact No will be provided on request.

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned.

Date:

Place:

Aswathy P