



# ATHIRA S

## Data Entry Specialist

### CONTACT ME

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✉ athirasandeep36@gmail.com

📍 Dubai, U.A.E

### PERSONAL DETAILS

Date of Birth - 05-07-1996

Gender - Female

Nationality - India

Marital Status - Married

### PASSPORT DETAILS

Passport No - R4922078

Date of Issue - 12-10-2017

Date of Expiry - 11-10-2027

Visa Status - Husband Visa

### SKILLS

- Hard working & Dedicated
- Good Communication & Analytical Skill
- Capability for Problem Solving

### LANGUAGES KNOWN

- English
- Malayalam

### ➤ PROFILE

Data Entry Specialist with more than 2 years of developing industry expertise currently seeking an opportunity leveraging a solid foundation in Data Entry tasks, accurate Data Entry on a reputed organization.

### ➤ WORK EXPERIENCE

#### **XIME | KERALA, INDIA**

Data Entry Work

2 Year

#### **DUBAI LIMITED INVESTMENT L.L.C | DUBAI**

Data Entry Work

6 Months

### ➤ EDUCATION

#### **B.COM WITH CA**

Completed

#### **DATA ENTRY & TALLY**

Completed

### ➤ PROFESSIONAL SKILLS

- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry.
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output.
- Research and obtain further information for incomplete documents.
- Apply data program techniques and procedures.
- Generate reports, store completed work in designated locations and perform backup.
- Scan documents and print files, when needed.
- Keep information confidential.