



ALBERT DANI ALEX

Highly skilled and dynamic data entry specialist with years of experience working with data entry systems to support and enhance business processes. Adept in maintaining organized filing systems by entering, reviewing and editing data to ensure completeness and accuracy. Now seeking to secure a data entry position in an organization to utilize my skills and knowledge in data entry, customer service, and problem-solving.

PERSONAL DETAILS

Mobile +971 567586334
Email ID albertdanialex@gmail.com
Address Abdul Aziz Building, ind 4,
Sharjah, UAE
Nationality Indian
DOB 03/12/1998
Gender Male
Marital Status Single
VISA STATUS Visit Visa

Education

HIGHER DIPLOMA IN 3D & VISAL EFFECT 2018
Image creative Education PVT

HIGHER SECONDARY 2016
Mohammed Govt Higher Secondary School

SSLC 2014
St Stephen's H S S School, Kollam, Kerala

CERTIFICATONS

- Fundamentals of digital marketing

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

SOFTWARE SKILLS

- MS Office
- Adobe Photoshop
- Adobe Illustrator

HOBBIES

- Cinema
- Travelling
- Music

KEY SKILLS

Data Entry	Time Management	Billing
Scheduling	Customer Service	Filing
Basic Computer Skills		

Experiences

- ❖ DATA ENTRY OPERATORS

2021-2023

AL SHALAL PURE DRINKING WATER LLC (DUBAI, UAE)

- Prepares, compiles, and sorts documents for data entry.
 - Maintains a filing system and protects confidential
 - Customer information.
 - Uses basic office equipment (photocopy machine,
 - Facsimile machine, etc.)
 - Maintain Customer information
- ❖ DATA ENTRY OPERATORS

2020 -2021

AFAQ AL KHALEJ ENGINEERING RESOURCES LLC (DUBAI, UAE)

- Prepares, compiles, and sorts documents for data entry.
 - Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners.
 - Performs high-volume data entry using word processing, spreadsheet, database, or other computer software.
 - Verifies integrity of data by comparing it to source documents.
 - Reviews data for errors, missing pages, or missing information and resolves any discrepancies.
 - Maintains a filing system and protects confidential customer information.
 - Performs regular backups to ensure data preservation.
 - Uses basic office equipment (photocopy machine, facsimile machine, etc.)
 - Completes additional assigned tasks as required

PASSPORT DETAILS

Passport Number : T8205602
Date of Issue : 25-07-2019
Date of Expiry : 24-07-2029
Place of Issue : Trivandrum

DECLARATION

I hereby declare that the information given in this document is true and correct.

ALBERT DANI ALEX