

MADHU BALA

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Dubai, U.A.E



OBJECTIVE

A Suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where an encourage and permitted to be an active participant as well vital contribute on development of the company.

PERSONAL INFORMATION

- ❖ Gender : FEMALE
- ❖ Date of Birth : 10-08-1997
- ❖ Marital Status : Married
- ❖ Nationality : Indian
- ❖ Passport No : W2307249
- ❖ Visa Status : Employment Visa

EDUCATIONAL QUALIFICATION

- ❖ Degree in BCA - Bachelor of Computer Applications
- ❖ Higher Seconadary

EXPERIENCE

- Worked as a **Data Entry With Guru Ramdas Pharmaceuticals** in India for **2** year. (1st Feb 2021- 1st Feb 2023)
 - Create spreadsheets to track important customer information and orders.
 - Transfer data from hard copy to a digital database.
 - Update customer information in a database.
 - Verify outdated data and make any necessary changes to records.
- Worked as a **Cashier With Dhanlav Forex Pvt Ltd** in India for **1** year. (1st March 2019- 1st March 2020)
 - Handle counters and do the all kind of transactions- Sale/Purchase.
 - Buying and selling of foreign currencies
 - Doing western union Transactions
 - To file the relevant documents on daily basis.
 - To ensure all stock is counted, manual till sheet is prepared and tallied with the system Generated

LANGUAGES KNOWN

- Punjabi (Native)
- English
- Hindi

DECLARATION

Here I am kindly declared that the above mentioned details all are true in the best of my knowledge and believe.