

SHIJIL

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Visa Status: Employment

Nationality: Indian

Fluency in: English, Hindi, Malayalam

DOB:



Seeking Assignments in Data Entry / Inventory Controller in an Organization of High Repute.

ABOUT:

Plus, Two Commerce professional with over 5 years of experience in Data entry in **UAE**. A proven track record in Preparing purchase order, GRN entry and verifying, processing sales invoices, Stock Control etc. A hardworking, proactive individual with extensive knowledge of financial planning, analysis, and developing effective procedures to standardize overall activities. Acquired solid experience in Retail Industry.

AREAS OF EXPERTISE

- | | | |
|-----------------------------|-----------------------|---------------------------------------|
| • Preparing Purchase order | • Stock Management | • MS office (Excel, Word, PowerPoint) |
| • Preparing Sales invoices | • Invoice Preparation | • MS-Windows XP |
| • GRN entry and Verifying | • E mail | • Gravity Inventory System |
| • Processing sales invoices | • Time Management | |

WORK EXPERIENCE



DATA ENTRY CLERK (Feb 2017- Present)

Employer's Name- [AL Madina Group](#),

Worked as Data entry Clerk for one of UAE's leading Retail Industry. In accordance with the firm's standard operating procedure, successfully handled the Data Entry process.

Duties and Responsibilities:

- Prepared general Data Entry duties.
- Input new information into database system.
- Create and manage spreadsheets.
- Control The data probity by performing comparative analysis of different sources.
- Regularly update existing database system records.
- Produce Needed Reports to Management.
- Retrieve data as required



DATA ENTRY CLERK (Date- Date)

Employer's Name- QUICK SUPERMARKET– Dubai, UAE

Duties and Responsibilities:

- Prepared general Data Entry duties.
- Input new information into database system.
- Create and manage spreadsheets.
- Control The data probity by performing comparative analysis of different sources.
- Regularly update existing database system records.
- Produce Needed Reports to Management.

EDUCATION

Plus, Two: Kerala Board of Public Examination,



SSLC: Government of Kerala.

CERTIFICATIONS

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- MS Office
 - Certificate Course in Data Entry and office automation (**CDEOA**)

DECLARATION

I hereby declare that the statements or information given above are true, complete, and correct to the Best of my knowledge and belief.

SHIJIL

