

# NABIL NAZIR

## CH IPLUNKAR



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 Al Quoz, Dubai

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 Mumbai, India

## OBJECTIVE

Exceptional billing-related data entry skills and a commitment to providing outstanding customer service ensure achievement of high-quality standards. Strong organizational skills and the ability to manage multiple priorities Reflect in a track record of efficiently meeting tight deadlines.

## RELEVANT SKILLS

Data Entry

MS Excel

MS Word

Tally ERP 9

Fluent English

Creativity

Adaptable

Reliable

## WORK EXPERIENCE

- **Union Paper Mills (M.A.H.Y Khoory Group) - Dubai, UAE**  
Data Entry Operator, November 2021 - Present
- **Airtel Bharti Ltd - Mumbai, India**  
Data Entry Operator, May 2021 - October 2021

## QUALIFICATION

- Intermediate School from Maharashtra Board of Secondary Education (2019)

## TECHNICAL COURSE

- MS Office (2019)
- Tally ERP 9 (2019)

## PERSONAL DETAILS

- Date of Birth : 05 June 2000
- Marital Status : Single
- Religion : Islam
- Nationality : Indian
- Passport No. : T7992080
- Passport Expiry : 08 September 2029

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