

REENA KUMARI

PROFESSIONAL SUMMARY

Aspire to serve a reputed organization with sincerity & determination, to succeed with sound professional knowledge & creativeness, and be involved in strategic decision making in contributing effectively to achieve the primary objective of the organization.

PROFESSIONAL EXPERIENCE

CURRENTLY WORKING IN ALAMAYA GROUP AS A DATA ENTRY OPERATOR FROM DATE 01/06/2022

TRANSACTION ASSISTANT 1-Aug-19 to 10-Mar-22
HDFC BANK SLI DEPARTMENT, PUNJAB, INDIA

Job Description:

- Overseeing client accounts.
- Creating, sending, and following up on invoices.
- Collecting and reviewing data for reports.
- Reviewing and performing audits on financial statements and reports.
- Reporting discrepancies.
- Preparing payments for employees.
- Suggesting improvements in accuracy, efficiency, and reducing costs.

APPLICATION

LOS, IDEA LOS, FC, FTS, FINNEONE, INTERSUL, CRM

DATA ENTRY OPERATOR 31-Jul-16 to 31-Jul-19 HP
GAS SERVICE, INDIA

Job Description:

- Entering customer and account data from source documents within time limits
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output

PROFESSIONAL & ACADEMIC QUALIFICATIONS

- **Master of Arts**
Guru Nanak Dev University, PUNJAB
- **Bachelor of Arts**
Guru Nanak Dev University, PUNJAB
- **Diploma in Computer Application**
GIIT, PUNJAB



CONTACT INFORMATION

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Email

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Address

Dubai, UAE

COMPETENCIES

- Process Improvement
- Customer Service
- Reporting skills

SKILLS

- Excellent communication skills
- Flexible and Adaptable to changes
- Highly Organized and Accurate

SOFTWARE SKILLS

- MS Office
- Excel

LANGUAGES

- English
- Hindi
- Punjabi

PERSONAL INFO

- Date of Birth : 10-06-1994
- Nationality : Indian
- Marital Status : Single
- Passport : T0423984
- Visa Status : Residence visa



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