**MELWIN**

**Melwin.158254@2freemail.com**

***Career objective:***



To obtain a challenging and suitable position in a progressive organization that provides me a chance to explore my skills and ability towards the success of the concern.

**Experience**

**Data Entry Oerator**



Worked as ‘Data entry operator’ in **SAKALIKA ENTERPRISES**, Hungarcutta,India from July 2016 to August 2017.

1. Perform general data entry, Microsoft Excel and Word.
2. Input data into a variety of computer programs with pace and correctness.
3. Perform a wide variety of secretarial tasks in support of the business.
4. Contact with internal and external customers

**Office Assistant**



Worked as a ‘Data entry operator cum office Assistant’ in **S.M.S. English Medium School,** **Brahmavar**,India from December 2013 to may 2016.

1. Data entry duties depending on the task set.
2. Assisting the office maintenance team in organization and repair of office equipment.
3. Processing Information - Compiling, coding, categorizing, calculating,

or verifying information or data.

1. Documenting/Recording Information -- Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
2. Office support- such as photocopying, binding, filing and faxing.
3. Any other works assigned by the superiors.

**Cashier**



Worked as an ‘Cashier’ in **SANJEEVA RESTURENT**,Uppinkote,India. from December 2012 to November 2013.

1. Hands-on experience in accepting payments from customers and give change and receipts.
2. Highly skilled in using scanners, cash registers, and calculators to calculate the price of items that customers buy.
3. Proven record of using the right process for cash, credit cards, or other types of payment.
4. In-depth knowledge of handling returns and exchanges of goods.
5. Thorough understanding of counting the money is in register at the beginning and end of shift.

***Qualification:***



* S.S.L.C. from Karnataka Secondary Education Board

***Computer Skill:***



Industrial Accountant (CIA), from Institute of Computer Accountants (ICA) Udupi. **Proficiency in subjects:** Business Computer Application, Tally Erp.9, Microsoft Office 2007,E-commerce and Internet.

***Personal Profile:***



|  |
| --- |
|  |
|  | Nationality | : Indian |
|  | Language known | : English, Hindi, Kannada, Konkani |
|  |
|  |
|  | Visa status | : Visit visa |

***Strengths:***



I am proficient in Microsoft Excel and Word. I have been trained on various other accounting systems used by my employers. I work well independently or as a team member with excellent oral and written communication skills. Always willing to learn new things and adapt as per organizational goals.