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| Reema | | | |
| 🖂 [reema.189644@2freemail.com](mailto:reema.189644@2freemail.com) | | | |
| Objective | To obtain a position of responsibilities that utilizes my skills and experience and keen to work in an environment where I can enrich my knowledge. | | |
| Skills | * Experience in data entry for websites. * Computer Proficiency * **Computer:** Microsoft Word, Excel * Scanning, Indexing and archiving documents. | * Experience in data entry from hard copies. * Experience in school computer laboratory and library as an assistant. * Word Processing and Typing | |
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| Experience | **Archive Clerk** HSBC Bank Middle East Limited, Dubai, UAE  *Tasks Involved:* Scanning, Indexing Archiving of documents*.*   **Freelance Data Entry Specialist**  iBaroody LLC  Worked as Freelance Data Entry Specialist to support the SEO tasks.  *Tasks Involved:*   * Uploading hotel photographs and hotel details to the interface provided. * Shared and managed the tasks with other team mates. | | Oct 2013 to  Nov 2013  July 2008 to  July 2012 |
|  | **Computer Lab & Library Assistant** Ansar Women’s College, Thrissur, Kerala, India  **Data Entry Specialist** The District Collectorate, Kottayam, Kerala, India | | June 2003 to  April 2004  March 2003 to  May 2003 |
| Education | Bachelor of Computer Applications (BCA) MESCollege, Erumely, Kottayam, Kerala, India | | July 1997 to April 2000 |
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| Personal Info | **Nationality:** Indian **Languages Known:** English, Malayalam, Hindi and Tamil. | | |
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