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| Reema  |
| 🖂 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 LLCWorked 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 2013July 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 2004March 2003 to May 2003 |
| Education | Bachelor of Computer Applications (BCA)MESCollege, Erumely, Kottayam, Kerala, India | July 1997 toApril 2000 |
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| Personal Info | **Nationality:** Indian**Languages Known:** English, Malayalam, Hindi and Tamil. |
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