**COVERING LETTER**

[Khaja.262686@2freemail.com](mailto:Khaja.262686@2freemail.com)

To

The HR Department

Sub:-Application for a post of Data Entry Operator in your esteemed organization.

Respected,

Sir,

I take this opportunity to introduce myself Mr. Mohammed having 8 years of work experience.

I wish to inform you that if you will give opportunity to work within your organization, and try to achieve the organizational goal.

I am here with enclosing my Curriculum Vitae for your kind consideration and favour.

**Curriculum Vitae**

Applied for the position of: - **Data Entry Operator**

**OBJECTIVE**: -Seeking a position in a company where acquired experience and knowledge can be utilized properly where there is an enough scope to contribute in the development.

**SKILLS**:-

* Excellent Organizational Skills
* Strong Customer Relations Skills
* Computer Proficiency
* Data Entry
* Computer : Lotus 1-2-3, Word perfect 5.1, Microsoft Word
* Telephone Answering, 12 line System
* Word Processing and Typing
* Filling

**EXPERIENCE:-**

**Worked in Division Office at Medak Electricity as a Data Entry Operator from (From Sep 2003 to Dec 2006) India.**

**Responsibilities**

Preparing Trail Balance, Adjustment Trail Balance, Capital Expenditure and Plan Progress Report, Work Order details, Monthly Report Submitted to the Head Office.

**Worked as a Data Entry Operator in Home Centre L.L.C, Dubai, From Jan 2007 to Oct-2009.**

**Responsibilities**

Worked in Distribution Department, for preparing Trip sheet and Schedule the invoices, Material summary offload from the system, arranging the deliveries to drivers and carpenter, and Checking showroom request and send to showroom.

**Worked as a Store incharge in Al Senidi Company Ltd., Saudi Arabia from Sep 2010 to April 2012**

**Responsibilities**: -

Received Inbound and issue material, and arrange the material and store in place, check stock as per our system and records, and issuing the deliveries.

**Worked as a Senior Receiving Clerk in Geant Hypermarket in Dubai from Dec 2013 to 31st May 2014 .**

Organizing the staff in receiving goods, to check all the invoice, and checking goods good condition, and checking expiry date, and contacted to the concerned person and handover to them.

**Worked as a Document Controller in Asyad International Company in Saudi Arabia from Nov 2014 to Jan 2016**

All Project documents, maintain in separate files, and preparing official letters and submit to client, and arrange the site ID’s of new employees.

**EDUCATIONAL QUALIFACTION:-**

From Dr. Br Ambedkar Open University Pursuing B.Com

Intermediate Public Examination (V.C (Office Assistant) Passing in the Year 2002 with Percentage of 62.5%)

Diploma in Computer Application from I.I.C.T Recognized by Employment and Training Govt of A.P in the year of 1999.

(S.S.C) Board of Secondary Education Passing in the year of 1997 with the percentage of 49.5%)

**STREGTH**:-

Can perform under pressure

Can execute task within give time

Can easily adopt to any new implementation and Hard working

Can utilize available resource efficiently

Can inspire others to work honestly

**ACHEIVEMENTS**

Accumulated valuable information while working with diverse, software and gather the knowledge how to process data accurately.

**PERSONAL PROFILE:-**

Sex : Male

Date of Birth : 24-08-1981

Marital Status : Married

Languages Knows : English, Arabic Hindi, Telugu, and Urdu.

Hobbies : Traveling, Reading & Photographic