**First Name of Application CV No 1649394**

Whatsapp Mobile: +971504753686



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***CAREER OBJECTIVE***

A bright, talented and hard working data entry clerk with an ability to methodically and accurately input, manage and manipulate large volumes of data. Having effective organizational skills and proficiency with administrative and practical tasks. Able to implement new effective data inputting ideas and techniques as well as understanding that data is only valuable if it is accurate, up to date and useable. An excellent communicator, who can relate well with colleagues at all levels and is able to work well as part of a team and as a individual. Now looking for a suitable data entry position with an ambitious company.

***PROFESSIONAL EXPERIENCED***

**Administrative & Data Entry Clerk**

**St. Nicholas’ International Education Service Ltd. Negombo - Sri Lanka**

(May 2008 to February 2014)

* Ensuring report tables and listings accurately reflect data within a database.
* Entering data accurately onto computerized databases & Excel spreadsheets.
* Locate and correct data entry errors.
* Lifting of files and boxes containing paper records.
* Maintain logs of activities and completed work.
* Ensuring documents meet required quality standards.
* Compiling, coding, categorizing, calculating, tabulating and auditing data.
* Data manipulation in Excel spreadsheets.
* Occasionally carrying out various administration tasks like, photocopying, filing
* Reviewing validation output and performing specified manual checks on the data to ensure consistency and completeness
* Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems.
* Answer telephones, direct calls, and take messages
* Process and prepare documents, such as business or government forms and expense reports.

**Others : - Sales Assistant & Cashier**

**Lanka Ceramic Ltd. Negombo - Sri Lanka**

**Cashier**

**Seashells Hotel Ltd. Negombo - Sri Lanka**

**Steward**

**Im working in U.A.E since 06th September 2014**

***ACADEMIC PROFILE***

* **Association of Accounting Technicians of Sri Lanka (AAT)**

**Stage I (Year 2008)**

Successfully completed following subjects

**Basic Financial Accounting**

**Economics**

**Commerce**

**Business Mathematics and Statistic**

* **Association of Accounting Technicians of Sri Lanka (AAT)**

**Stage II (Year 2009)**

Successfully completed following subjects

**Accounting and principal of Auditing**

**Management information system and information technology application in Accounting**

**Business low and Management**

**Business Communication**

* **Successfully completed a Diploma in ICT Computer course in IDM Computer Studies (PVT) Ltd, Sri Lanka**

Successfully completed following subjects

**MS Office Package**

**Organization and Behavior  
End User Application  
Computer Platform**

**Programming Concepts  
Web Design and Development  
Introduction to Programming with VB.Net**

* **English Language Teaching Program at John Paul II Center Sri Lanka (2002)**

**(Listening, Speaking, Reading, Writing)**

* **Fluency in spoken and written English & Sinhalese**

***EDUCATIONAL QUALIFICATIONS***

* **Passed G.C.E Ordinary Level in Sri Lankan Government School (2002)**

**Subjects Grade**

Mathematics : A

Language (Sinhala) : A

Science : B

Christianity : B

Social studies : B

Accounts : C

Geography : C

Language (English) : S

* **Passed G.C.E Advanced Level in Sri Lankan Government School (2005**)

**Subjects Grade**

Accounting : A

Business Studies : C

Economics : C

**A = Distinction B = Very Good Pass**

**C = Credit Pass S = Ordinary Pass**

***PERSONAL DETAILS***

Date of Birth : 25th May 1986

Gender : Male

Nationality : Sri Lankan

Marital Status : Single

Religion : Roman Catholic