

**FARSANA**

**FARSANA.351101@2freemail.com**

**OBJECTIVE:**Seeking a Data Entry Operator position at Aljaber Group utilizing extensive typing ability and great communication skills to maximize efficiency of office.

**MAJOR QUALIFICATIONS**

• Over 1 year’s data entry experience
• Highly skilled in operating a variety of office machines and equipment such as computer, fax, scanner and copier
• In-depth knowledge of MS Office applications (Word, PowerPoint and Excel)

**CORE COMPETENCIES**

• Relationship building
• Proactive approach

**PROFESSIONAL EXPERIENCE**

Libra Printing Press                       May 2011 – jun2012

**Data Entry Operator**

• Perform general data entry using Microsoft Excel and Word.
• Input data into a variety of computer programs with pace and correctness
• Answer phones and create notifications in the system
• Contact with internal and external customers

SSI Computer Center                                 Dec2010 – Mar 2011

**Computer Operator**

• Performed data entry-alpha and numeric data entry to add new records, verify, correct, edit, and change
• Utilized scanner, copier, telephone, fax machine, and printer to perform tasks

**EDUCATION**

Master of Computer Applications

BSc Computer Science

**PROFESSIOANL QUALIFICATION**

MS office, DCA

**IT SKILLS**

Personal Computer Knowledge

Database Technology: SQL, MySQL, MS-OFFICE (EXCEL, ACCESS, POWERPOINT, WORD) 2010

Operating Systems: Windows 2010, 07 & Win XP.

Language: Basic, Visual FoxPro, C, C++, C #

**ADDITIONAL CAPABILITIES**

• Positive attitude and excellent interpersonal skills

**PERSONAL DATA**

Date of birth 26 May1986

Nationality Indian

Religion Muslim

Marital status Married

Visa Status Husband Visa

**DECLARATION**

I hereby declare that all the details furnished above are true to the best of my knowledge.