**Vasuki**

**Vasuki.363126@2freemail.com**

**Professional Summary**

Responsible graduate with superior attention to detail and organizational skills. Typing speed of 80 WPM a great fit for the Data Entry Position. Strong ability to multi-task and prioritize.

**Core qualifications**

* 80 WPM
* Efficient
* Detail-Oriented
* Time Management
* Takes Initiative
* Reliable

**Work Experience**

**IT Coordinator 14/05/2014 – 25/06/2015**

**Emax Dubai, United Arab Emirates**

* Played a key role in coordinating with retail stores and retail issues solver.
* Promotion mapping and handling missed transactions.
* Performed miscellaneous duties as needed.

**Faculty 05/10/2015 – Till date**

**Brain O Brain Sharjah, United Arab Emirates**

* Developed advanced Abacus skill among students of various age group.
* Conduct small group and individual classroom activities among students to enhance their intellectual skill.
* Participated in workshops and training sessions.
* Organize parent-teacher conferences to maximize student learning opportunities.
* Managed student data in software as well as in MS-Excel.

**Education**

**Bachelor of Engineering 2013**

Muthayammal Engineering College Rasipuram, India

**Certification**

Completed advanced Abacus skill development training from Level 1 to Level 4.