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**Fisal**

**Fisal.372022@2freemail.com**

# CAREER OBJECTIVE

Seeking for a good opportunity to join and work for a promising and fast growing organization where I am committed to giving my hard work and utilizing my extensive typing ability and great communication skills to maximize efficiency of office.

# PERSONAL PROFILE

Able to handle things independently, able to interact with people on all levels, high standard of integrity and possible to carry out my task under pressure. Diligent, organized, articulate, approachable and trustworthy.

# JOB EXPERIENCE

**Computer Operator at Consent Technologies at Chennai** (29th June 2013 to 17th May 2014)

• 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

Data entry operator at Promo Technologies at Chennai (28th Oct 2014 to till date.)

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

# EDUCATIONAL QUALIFICATION

M.C.A (Master of Computer Application - 2010 to 2013) – Anna University – Chennai – India

# COMPUTER LITERACY

Packages : Adobe Photoshop, Microsoft Office Package

Highly skilled in operating a variety of office machines and equipment such as computer, fax, scanner and copier

# LANGUAGES KNOWN

* English
* Malayalam
* Tamil

# JOB QUALIFICATIONS

• Over 4 year’s data entry and administrative experience
• Typing Speed: 60 WPM
• 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, Outlook, PowerPoint and Excel)
• Proven record of using honesty and discretion when handling business information
• Demonstrated ability to use office equipment with a high degree of accuracy and efficiency

# PERSONAL INFORMATION

Date of Birth : 17-10-1987

Sex : Male

Religion : Islam

Marital Status : Single

Nationality : Indian

Visa Status : Visit (to be expired on 21-10-2017)

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# DECLARATION

I hereby declare that the above furnished information are true and correct to the best of my knowledge and belief.

Yours sincerely,