**CURRICULUM VITAE**

**ASHIF**

**E-mail :** [**ashif.379953@2freemail.com**](mailto:ashif.379953@2freemail.com)

**OBJECTIVE**

Data Entry Operator with accounting a strong set of skills. excellent record of accuracy and client satisfaction. Superb independent worker who also functions well as a data management team member.Strong ability to handle multiple alphanumeric data entry projects with the highest degree of timeliness and efficiency.

**EDUCATIONAL QUALIFICATION**

**Master of Computer Applications(MCA)**

**73.5% With DISTINICTION**

From 2015 to 2017

Khadir mohideen College

**Bachelor of Computer science (B,SC)**

**74.5% With DISTINICTION**

From 2012 to 2015

Khadir mohideen College

**STRENGTHS**

* Self-confident, Result oriented, dynamic and optimistic,
* Ambitious, Self-Motivated & Enthusiastic, Pro-active and quick in finding solutions,
* Innovative / Creative & analytical thinker, Interested in challenging career.

|  |  |  |  |
| --- | --- | --- | --- |
| **ADDITIONAL SKILLS** |  |  |  |
| **Accounting Software** | | : | Tally ERP 9 |
| **Technical Skill** | | : | Familiar with Internet, E-Mail |
| **Office Suite** |  | : | MS Office |
| **Package** |  | : | Word, Excel |
| **Typing** |  | : | Intermediate |
| **Software’s known** | | : | HTML,CSS |
| **PERSONAL INFORMATION** | |  |  |
| **Date of Birth** | **:** | **31.03.1995** | |
| **Gender** | **:** | **Male** |  |
| **Nationality** | **:** | **Indian** |  |
| **Marital Status** | **:** | **Single** |  |
| **Languages Known** | **:** | **English & Tamil** | |

Declaration:

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

knowledge.

**You’re truly**

**( ASHIF)**