**Mahesh**

**Email Id :** **Mahesh-393949@gulfjobseeker.com**

To assure effective cleanliness of the department and to maintain adequate inventory of supplies pertinent to the departmental operation.

**PROFILE SUMMERY**

Positive and friendly Data Entry Clerk with 10 years career experience in administrative office work.

Highly proficient typist exceeds 13000 keystrokes per hour.

**SUMMARY OF QUALIFICATIONS**

* Remarkable experience in data entry (alpha and numeric)
* Proficient in Microsoft Office products (Word, Excel, PowerPoint and Outlook)
* In-depth knowledge of entering data fields into computers in Windows
* Posses typing Speed 55-60 words per minute
* Excellent data entry skills
* Strong clerical and administrative skills
* Ability to process high volume of data on-line accurately
* Profound ability to work independently
* Good Knowledge of Word, Excel, PowerPoint etc.

**EXPERIENCE**

**Kerala (on Contract Basis) (Sept. 2012 to April 2019)**

ADMINISTRATIVE ASSISTANT / DATA ENTRY OPERATOR

* Office administration and data entry duties
* Handling office tasks, such as filing, generating reports and presentations, setting up for meetings
* Prepare the status reports of the projects updated in the emergency meetings
* Data collection related to tourists in all over Kerala
* Prepare the Meeting Minutes and next level PowerPoint Presentations
* Prepare Working Group Note for Obtaining Government Grant for New Projects
* New Sanctioned Projects details updated into web-based software.

**UAE ( May 2011 to Feb 2012)** SALES & STORE KEEPER

* Maintaining optimal stock levels to ensure timely availability of product
* Creating and maintaining spreadsheets to report and analyze data
* Issuing purchase orders to customers
* Implementing all visual merchandising standards
* Making sure that customers receive receipts on all purchases

**Unity Express Logistics, Ernakulam, Kerala ( March 2009 to April 2011)**

DATA ENTRY OPERATOR

* Record date and time through source document logging.
* Assist in the preparation of regularly scheduled reports
* Entering customer and account data from source documents within time limits
* Compiling, verifying accuracy and sorting information to prepare source data for computer entry
* Daily pick up & delivery allocations for drivers
* Providing the shipment details to Sales Dept. and Accounts

**EDUCATION QUALIFICATION:**

* PRE-DEGREE FROM KERALA UNIVERSITY
* 10TH FROM STATE BOARD OF EXAMINATION

**COMPUTER SKILLS**

**Software Packages** : MS Office (Word, Excel, Power point)\ Photoshop, Illustrator

etc. and knowledge of installing softwares and Networking

**Type Writing speed** **:** 50-55 word per minute

**Platform / Operating Systems** : Windows (All Version) /Mac/ Linux

**OBJECTIVE**

To put to use my skills in an organization that provides challenges and opportunities to progress through the recognition of hard work.

To attain a challenging, growth oriented position in an organization where my skills, abilities and technical experience can be effectively utilized in order to achieve organizational targets and objectives.

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|  |  | **PERSONAL DETAILS** |
| **Sex** |  | **:** Male |
| **Nationality** |  | : Indian |
| **Date of Birth** |  | **:** 20 May 1984 |
| **Marital Status** |  | **:** Married |
| **Languages** |  | **:** English, Hindi, Malayalam and Tamil |
|  |  |  |
|  |  | **PASSPORT DETAILS & VISA** |
| Date of Expiry | : | 12.03.2029 |
| Visa Status | : | Visiting Visa |
| Expiry on | : | 22.10.2019 |

**Place : Dubai** **Mahesh**