**RESUME**

**OSAMA**

[OSAMA-394777@2freemail.com](mailto:OSAMA-394777@2freemail.com)

**Objective**

My career objective is to get a position to develop myself to get professional growth while being creative innovative & flexible I want to get high position in the top management of a company.

**Work Experience**

**Admin/Data Entry Executive from Aug 18 to Sep 19.**

* Insert customer and account data by inputting text based and numerical information from source documents within time limits
* Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
* Review data for deficiencies or errors, correct any incompatibilities if possible and check output
* Research and obtain further information for incomplete documents
* Apply data program techniques and procedures
* Generate reports, store completed work in designated locations and perform backup operations
* Scan documents and print files, when needed
* Keep information confidential
* Respond to queries for information and access relevant files
* Comply with data integrity and security policies

**Worked as Customer Service Representative since Jan 17 to Jun 18.**

* Contacting potential or existing customers to inform them about a product or service using scripts.
* Should have a Clear idea before making the conversation to a Person or any Organization.
* Answering Questions about Products or the Company.
* Finish the conversation with a Thanking note for Sparing time.
* To gather maximum Information from the person, prepare a list of Questions in Priority Order.
* Asking Questions to Understand Customer Requirements and close conversation.

**Educational Qualification**

* Bachelor of Business Studies from Jamia Millia Islamia University

**Professional Profile**

* Advance computer knowledge.
* Advance knowledge of MS Office.

**Personal Dossier:**

* Date of Birth 24th Apr 1997
* Marital StatusSingle

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

**Osama**

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