**Application for Office Assistant, Computer Operator or Data Entry Operator**

**GIREENDRAN**

**E**mail:**gireendran.262072@2freemail.com**

**CAREER OBJECTIVE**

**To lead a team with a passion of teamwork amd to pursue a long term career in an organization where my qualification, skill and experience would be an asset and also to contribute towards the growth of the organization with my never give up attitude and positive thinking.**

**PROFILE : Computer literate, Energetic, Fast learner, Honest and Hard Working.**

**PRESENT WORKING**

**WORKING AS SALESMAN CUM CASHIER IN CHACHOOS DEPARTMENT STORES AT AKARAMA CENTE, KARAMA, DUBAI, U.A.E. SINCE LAST THREE YEARS.**

**EXPERIENCE** **:**

 **WORKED AS A DATA ENTRY OPERATOR IN CAMS**  **[COMPUTER AGE MANAGEMENT SERVICES PVT LTD] PALAKKAD, KERALA STATE SERVICE CENTRE OF PROBABLY ALL MUTUAL FUNDS AND TATA INSURANCE AND KARUR VYSYA BANK ACCOUNT OPENING PROCESSING FUNCTIONS SINCE JANUARY 2009 To 11th OCTOBER 2012.**

 **Responsibilities :**

 **› Customer Service:- Attending cutomers in front office.**

**› Receiving Applications of Mutual Funds HDFC, TATA, ICICI, etc like Fresh Purchase, Additional Purchase, Switch, and Redemptions etc and processing all this in cams online.**

 **› Giving Account Statement to customers of almost all mutual funds of current and all periods.**

 **› Doing KYC(Know Your Customer) in CDSL Ventures (Central Depository Services Limited) and CAMS.**

 **› Transmission of Units (When the Account holder passed away or expred)**

 **› E Mail Checking like check image not clear , customer Emil not clear, Applications not clear, Bank Mandatory not clear, Check date not mentioned in Bank Mandatory etc and Replying.**

 **› Inwarding Talic Insurance Applications and And Karur Vysya Bank Accont Opening Applications and after that Scanning and Saving Successfully.**

 **› Deposit Checks in to the Bank.**

 **› Assisting Office in every regular Activities.**

 **› Telephone Attending and Replying in customers satisfaction**.

 **› All Applications Despatching Assistance**

 **6 MONTHS M/S AL NAKHEEL ADVERTISING COMPANY, DEIRA, DUBAI CINEMA AS AN OFFICE ASSISTANT.**

**MARCH 1998 TO DECEMBER 2001**

**M/S Dharma Shasta Agencies, Kerala India as an Office Co-Ordinator**

 **(Sole Distributor of Nestle, Wipro, and Wrigley’s)**

**Office Assistant**

 **• Responsible for the routine of Office Work**

 **• Prepare Daily and weekly report to the Manager.(Sales Accounts Reports)**

 **• Coordinate with the Sales team.**

**QUALIFICATIONS**

 **• Graduate – Bachelor of Arts(Calicut University, Kerala State, India)**

 **• Pre-Degree(10+2)**

 **• 10th Standard (Kerala Educational Board)**

**TECHNICAL**

 **• Typewriting ( English) (Higher Certificate Holedr) 50 Words per minutes**

 **• COMPUTER OPERATIONS - MS Office and Office Secretary Course Certificate Holder (Fundamentals and Dos, Word, Excel, Internet, Email, MS Power Point, Tally, Personality Development and Interview, Training )**

**PERSONAL DETAILS**

Date of Birth : 10th May 1974

Marital Status : Unmarried

Nationality : Indian

Languages Known : English, Hindi, Malayalam, Tamil

My Strengths : Workholic, Integrity, Honest, Obedient.

Visa Status : Employment Visa.

**DATE:**

**PLACE: DUBAI, UAE**