



ASLAM H S

STORE KEEPER AND DATA ENTRY



CONTACT



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Al salamat, Alain



EDUCATION

Kerala university

Diploma in Financial management
2016-2017

Higher secondary school

Computer science
2013-2015

High school

2013



SKILLS

- ♦ Microsoft Excel & Word
- ♦ Database management
- ♦ Accuracy and consistency
- ♦ Time management
- ♦ Critical Thinking
- ♦ Familiarity with data entry software



LANGUAGE

- ♦ English
- ♦ Hindi
- ♦ Malayalam



ABOUT ME

Detail-oriented and highly organized professional with Seven years of experience in data entry, database management, and clerical support. Adept at maintaining accuracy, efficiency, and confidentiality. Seeking to contribute my skills and precision to a dynamic team



EXPERIENCE

STOCK RECIVER AND DATA ENTRY

(currently working)

GREEN LIWA SUPERMARKET I Al sarooj, Alain

Use RF scanners and warehouse management software to track inventory. Assist with inventory counts and restocking as needed. Enter received and outgoing inventory data into warehouse management system. Helped maintain accurate shelf and bin locations in the database

BILLING AND DATA ENTRY

(2019-2023)

RAJAKUMARI GOLD AND DIAMONDS, KERALA

AIinput customer and account data from source documents within time limits
Print GST bill with out any mistake. Enter each customer details in to database
Give daily sales report to management with in time limit
Input gold savings scheme customer details to separate database

JUNIOR ASSOCIATE (2017-2019)

GUIDEHOUSE INDIA PVT LTD , TECHNOPARK KERALA

Take part in team meetings, training sessions, and performance reviews.
Enter data from source documents into prescribed databases, spreadsheets, or software
Respond to data inquiries and generate reports as needed

CERTIFICATION

UAE LMV DRIVING LICENCE