

# **RUTH NANCY**

**Mobile: +97156 4491684**

**E-mail: ruthnancy2006@gmail.com**

---

## **Objective**

Wish to join in a progressive organization, which gives me a scope to apply my skills in Sales or Data Entry Operator, customer service representative and administration work to achieve better career growth. Seeking for a suitable position in the field of Sales, Data Entry Operator, Office Staff, and administration to prove myself as an efficient, aggressive and a capable worker and also as an asset to the growth of your organization.

## **Educational Qualification**

- Bachelor Degree in Bank Management in the year 2004 from Srimathi Indira Gandhi College, Bharathidasan University, Trichy, India.
- Higher Secondary School in the year 2001 from Sri Jayendra Matriculation HSS, Trichy, India.
- Secondary School Leaving Certificate in the year 1999 from St.Anne's Girls HSS, Trichy, India.

## **Technical Qualification**

Basics : Bachelor Diploma in Computer Applications.

Office Suite : MS Office (Word, Power Point and Excel, Pivot table, VLOOKUP)

Accounts Suite: Accounting package (Tally)  
ICA (The Institute of Computer Accountants)

## **Work Experience**

- (1) Worked as Data Entry Operator for Infants Travels Pvt. Ltd - Bangalore, India from March 2015 to March 2019.

## **Responsibilities**

- Accurately entering data into various computer systems and databases
- Maintaining confidentiality and security of sensitive information
- Identifying and reporting any errors or discrepancies in data entry.
- Following company policies and procedures for data entry and security
- Keeping records of data entered and maintaining an organized filing system.
- Sort and organize hard copies of paperwork after entering data electronically

- Transfer data from hard copy to a digital database.
- Formats, prints, and faxes various reports on processed work
- Type in data quickly and efficiently.
- I well versed in all application of MS office
- I am capable of creating different types of presentation using PPT
- Scan documents and print files, when needed

(2) Worked as Scanning, Filling and Indexing staff for Aster DM Healthcare Corporate Office, Karama, Dubai from October 2019 to May 2020

### Responsibilities

- Responsible for entering data into different computer databases, manage and maintain effective record keeping. Responsible for organizing files, Formats, prints, and faxes various reports on processed work collecting and managing data to be entered into the computer and maintaining accurate records of valuable company information, I well versed in all application of MS office .

(3) Worked as Tele sales agent for Du Consumer Service, Internet city, Dubai from August 2020 to Jan 2021

### Responsibilities

- Contacting potential or existing customers to inform them about a product or service using scripts
- Answering questions about products or the company
- Resolving unique customer issues.
- Maintaining professional relationships with work colleagues and customers
- Asking questions to understand customer requirements and close sales

(4) Worked as Lab Attender & Data Entry Clerk in Dubai Hospital, Dubai Health Authority from February 2021 to 19th April 2023(Temporary Position)

### Responsibilities

- .Perform stock check of laboratory supplies.
- To maintain departmental files and records
- To oversee neatness and cleanliness in the department
- Enter the Samples in System
- Type in data quickly and efficiently
- Scan documents and print files, when needed
- Formats, prints, and faxes various reports on processed work
- I well versed in all application of MS office
- I am capable of creating different types of presentation using PPT

## Skills

\* Written and Verbal Communication skills \* Sales \*Management Skills \* Customer Service and Handling skills

## COMPUTER SKILLS \*

Tally \* Word Processors \*Microsoft word/ Excel \* Presentation Software \* Web Browsers  
\*Data Entry \*Punctuality and Time Keeping Skills \*Problem solving Decision making skills

## Languages

\* English \* Tamil \* Malayalam

## Personal Details

Date of Birth : 23rd Aug 1981

Religion : Christian

Marital Status : Married

Nationality : Indian

Visa Status : Resident Visa

Place : Dubai, U.A.E

## DECLARATION

I hereby declare that the above-mentioned information is true and correct to the best of my knowledge and belief.

**Ruth Nancy**