

CONTACT

AVANI K.K



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INVESTMENT PARK ,DUBAI

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OBJECTIVE

Data Entry Operator with 1 year of experience Possesses excellent numerical accuracy and communication skills as well as the ability to work independently and adhere to deadlines

EXPERIENCE

01/01/2022 -
31/12/2022

- **Data entry operator**
Narayana
During her working period with our entire satisfaction. we found sincere, honesty, dedicated employee with a professional attitude and very good job knowledge. she is amiable in nature and character is well we have no objection to allow her in any better position and have no liabilities in our company

EDUCATION

2016

- **GOVT. H S POLLATHAI**
SSLC
63%

2020

- **NATIONAL INSTITUTE OF OPEN SCHOOLING**
SENIOR SECONDARY SCHOOL EXAMINATION
324

2023

- **CENTRE FOR CONTINUING EDUCATION, KERALA (CCEK)**
COMPUTERIZED FINANCIAL ACCOUNTING
63% B

SKILLS

- Multitasking and prioritization.
- Professional and smart presentation.
- Monitoring debit balance report for supplier advance payment.
- Shipping and receiving Correspondence distribution.
- Multi-line telephone system.
- Accounts payable and receivable.
- Verbal and written communication.

LANGUAGES

- English, Malayalam, Hindi

DECLARATION

- I hereby declare that the details furnished are true to the best of my knowledge and belief. If given me an opportunity I assure you of discharging my abilities and duty sincerity up to your satisfaction. Looking forward to work with your esteemed organization and waiting for your valuable response

AVANI K K

PERSONAL DETAILS

- Date of Birth : 11/05/2000
Religion : Hindu
Nationality : Indian
Marital status :Married
Passport No : X6443657
Visa Status :Family Visa