



JITHESH P

Data Entry Operator

CONTACT DETAILS

+971 563193175

jitheshpnair2255@gmail.com

Deira, Dubai, UAE

ACADEMIC QUALIFICATION

Diploma in Computer Application

Kannur, Kerala, India

AREA OF EXPERTISE

- ❖ Typing skills
- ❖ Knowledge of Microsoft Software
- ❖ Data Conversion
- ❖ Data Analysis
- ❖ Attention to Detail
- ❖ Quality Control
- ❖ Knowledge of Operating Systems
- ❖ SAP

PROFILE SUMMARY

A proficient Data Entry Operator with a keen eye for detail and a high level of accuracy. Experienced in entering and verifying data, maintaining confidentiality, and ensuring data integrity. Proficient in using various data entry software and tools. Strong organizational and multitasking abilities, allowing for efficient handling of large volumes of information.

PROFESSIONAL EXPERIENCE

Business Development Officer

June 2023 – December 2023

Bharathi TMT Steel, Kasaragod, Kerala

- ✓ Analyzing market trends, competitor activities, and customer needs.
- ✓ Establishing and maintaining relationships with Partners & Customers
- ✓ Collaborating with the sales team to ensure effective communication and coordination.
- ✓ Analyzing customer feedback to understand their needs and preferences.
- ✓ During the crucial sales period, worked with the sales team and achieved a growth of 35%

Sales Executive

February 2021 – February 2023

Reliance Retail Limited, Kasaragod, Kerala

- ✓ Establishing and maintaining strong relationships with clients
- ✓ Keeping detailed records of sales activities, including customer interactions, deals closed, and revenue generated

Data Entry Operator

November 2017 - November 2019

IL&FSE Construction Company, Kasaragod, Kerala

- ✓ Organizing and managing electronic files, ensuring that data is stored in an accessible and orderly manner
- ✓ Using data entry software, spreadsheet applications (e.g., Microsoft Excel), and databases

CORE STRENGTHS

- ❖ Compassionate & Good Listener
- ❖ Multi-Task and Fast Learner
- ❖ Strong Leadership Skills
- ❖ Excellent Communication Skills
- ❖ Time Management Skills
- ❖ Good Team Player
- ❖ Excellent Interpersonal Skills

LANGUAGES

- English
- Malayalam
- Hindi
- Tamil

PERSONAL VITAE

Nationality: Indian

Date of Birth: 22/09/1996

Visa Status: Visit Visa

February 2024

REFERENCES

Will be furnished upon request

EDUCATION

- **Advanced Diploma in Computer Application**
Kannur, Kerala
- **Commerce & Computer Application**
Board of Higher Secondary Education, Kerala

DECLARATION

I hereby declare that the above-mentioned information is up to my knowledge and I bear the responsibility for the correctness for the above-mentioned particulars.

JITHESH P