

# Curriculum Vitae

## KARAN SINGH

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### POST APPLIED FOR DATA ENTRY OPERATOR & STORE KEEPER

#### PROFILE

A Suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where encourage and permitted to be an active participant as well vital contribute on development of the company.

#### PERSONAL SKILLS

- ☐ Very energetic oriented
- ☐ Physical mobility and stamina to do all tasks
- ☐ Keep excellent inter personal relation with colleagues and ready to help them
- ☐ Extremely hardworking self- motivated and able to work independently in a team environment under supervision

#### PERSONAL DETAILS

Name	:	KARAN SINGH
Nationality	:	Indian
Date of Birth	:	10/08/1999
Gender	:	Male
Marital Status	:	Single
Religion	:	Hindu
Language Known	:	English, Hindi

#### EDUCATIONAL QUALIFICATION

- |            |   |   |
|------------|---|---|
| ◆ Academic | : | UG (B.com 2 years)  |
| ◆ Computer | : | 1 year Diploma in Computer Operator & (Excel, Orion, MS Office) |

#### WORK EXPERIENCE

- ❖ Presently working as a **Data Entry Operator** with **MH Enterprise L.L.C**, Dubai from June 2021 to 22 March 2023
- ❖ Worked as a **store keeper** with **safari mall llc**, Sharjah (6 months)

#### DUTIES AND RESPONSIBILITIES

- ☐ entering customer and account data from source documents within time limits
- ☐ Compiling, verifying accuracy and sorting information to prepare source data for computer entry
- ☐ Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output
- ☐ Insert customer and account data by inputting text based and numerical information from source documents with time limits
- ☐ Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
- ☐ Review data for deficiencies or errors, correct and incompatibilities if possible and check

- ☐ Generate reports, store completed work in designated locations and perform backup operations
- ☐ Scan documents and print files, when needed
- ☐ Keep information confidential
- ☐ Respond to queries for information and access relevant files
- ☐ Comply with data integrity and security policies
- ☐ Ensure proper use of office equipment and address any malfunctions

### **DUTIES AND RESPONSIBILITIES**

**Receiving material:** The primary duty of the store keeper is to receive the material from the supplier. At the time of receipt of material, he has to see that the materials have been sent by the supplier on the basis of purchase order.

**Arranging materials:** The materials received by the store keeper must be arranged in a proper manner. Bins should be allotted to each and every item.

**Preservation of the material:** After the receipt of material they are to be preserved properly. It is the duty of the store-keeper to keep the material in store on safe custody. Unless the quality may deteriorate loss of material may be possible.

**Recording:** It is the duty of the store keeper to record the receipt and issue of material in the respective bin card regularly. It will indicate the quantity of stock held by the store every time. For recording, the store keeper maintains store ledger and bin cards.

**Issue of material:** The store keeper issues the material as per the requisition of the production. When store keeper received requisition he issues material from the store.

**Issuing purchasing requisition:** When the stock reaches at ordering level the store keeper sends purchase requisition to the purchasing department for the fresh purchase of the materials. Accordingly, the purchasing department's purchases materials as per quantity and quality stated therein.

**Supervision:** The store keeper must be coordinate and supervise the duty of the staff under his control. As he is the head of the store department, he manages the entire department.

### **PASSPORT DETAIL**

Passport No	:	U 3931467
Issue Date	:	31/07/2020
Expiry Date	:	30/07/2030
Place of Issue	:	JAIPUR, INDIA
VISA STATUS	:	Cancelled visa

### **DECLARATION**

I hereby certify that the above information are true and correct according to the best of my knowledge & My Experience. If selected I assure that I would perform to the best of my abilities, early awaiting a Positive response

KARAN SINGH