



# MOVIN PUWANENDREN

Office Assistant (Immediate Join)

## About Me

Office Assistant & Data Entry Clerk with 5+ years of experience in data entry and database management. Thorough knowledge of Microsoft Office Suite and strong attention to detail.



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Al Satwa, Dubai

## Language

- English
- Tamil
- Sinhala
- Malayalam

## Skills Summary

- Customer Service
- Efficiency and Multitasking
- Cash Handling
- MS Office Package skills
- Problem Solving
- Organizational Skills
- Physicals Skills

## Experience

**Universal City (Pvt) Ltd (Travel Agency)**  
**Colombo - Sri Lanka**  
**2017 - 2021**

Office Assistant and Date entry operator

- Attend to and direct calls, maintain records of office supply inventory, and place purchases as necessary.
- Maintain a tidy and well-organised office. Prepare arrangements for office equipment maintenance and repairs.
- accurately entering information into databases, spreadsheets, or other formats that are needed from a variety of sources.
- completing data entry tasks within the deadline is a requirement ensure information availability on time.

**My Holiday Ticket (Pvt) Ltd (Tourism company)**  
**Colombo - Sri Lanka**  
**2022 - 2024**

Data entry operator and Cashier

- Prepare and sort documents for data entry. Compile, sort, and verify the accuracy of data before it is entered.
- Locate and correct data entry errors, or report them to supervisors.
- Generate reports and perform data analysis as required.
- handle transactions using cash, credit, and debit cards while operating cash registers. Give out receipts and correct change.
- Count money in cash drawers at the beginning and end of shifts to ensure amounts are correct.
- Prepare cash for bank deposits and maintain accurate financial records.

## Education

**Isi Pathana College, Sri Lanka**  
G C E Advance Level completed in 2017

**International Airline and Aviation College**  
IATA Foundation Diploma With Amadeus succeeded in 2019