

NIKHIL A

DATA ENTRY SPECIALIST

|| Location- Dubai,UAE || E-mail-nikhilalangatt1@gmail.com || Contact No:971-545871982 ||



SUMMARY

Detail-oriented and results-driven professional with proven experience in data entry, operations, and process optimization. Adept at handling large volumes of data with exceptional accuracy, streamlining workflows for increased efficiency, and supporting diverse business operations. Possesses strong analytical and organizational skills with a collaborative team approach. Seeking a challenging role where I can leverage my expertise to contribute to organizational success.

TECHNICAL SKILLS

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|-----------------|----------------------|-----------------------|
| Data Entry | Data Encoding | Operations Management |
| Data Management | Data Visualisation | Problem Solving |
| Data Analysis | Process Optimization | Analytical Skills |

PROFESSIONAL EXPERIENCE

New Marvel Granites & Tiles,India -Admin Executive

Nov 2022 - Dec 2024

- Responding promptly and professionally to phone calls, emails, and online inquiries from customers, providing information about products, pricing, and services..
- Accurately entering customer orders into the system, generating invoices, and coordinating with the fabrication team to ensure timely order fulfillment..
- Coordinating appointments for customers to view slabs, discuss project requirements, and meet with sales representatives or designers.

Somerian Health,Abu Dhabi - Data Encoder

Jan 2021 - Oct 2022

- Accurately inputting patient information into the electronic health record (EHR) system, including demographics, medical history, insurance details, and visit information.
- Verifying and validating data to ensure accuracy and completeness, correcting any errors or inconsistencies.
- Organizing and managing patient records, both physical and electronic, ensuring easy retrieval and accessibility.

New Marvel Granites & Tiles,India - Marketing and Operations Executive March 2015- Oct 2020

- Managed client inquiries, provided product recommendations, and facilitated sales of marble and natural stones by understanding customer requirements and market trends.
- Developed promotional strategies, enhanced product visibility through showroom displays, and collaborated with vendors and contractors to expand the customer base.
- Conducted market research to identify new opportunities and target audiences for specific product lines.

EDUCATION

Bachelor of Commerce

Jun 2009 - March 2012

CMJ University

- Leads Academy,Kerala,India

ADDITIONAL INFORMATION

- **Languages:** English, Hindi,Malayalam
- **Softwares Known:** Tally , Excel and CRM Softwares

PERSONAL DETAILS

- **Date of Birth:** 28/12/1990
- **Nationality:** Indian
- **Passport No:** U7380704
- **Visa Status:** Visiting Visa