

# NIYAS AHAMED



## ABOUT ME

To work in a professional and competent atmosphere that enables me to cope with emerging trends and technologies to widen the spectrum of my knowledge and to earn fame and name for the Organization I work for.

## EDUCATION

B.SC (INFORMATION TECHNOLOGY) Bharathidasan university.

## *EXPERIENCE*

(Britannia Industries Ltd) April 2021 to Nov 2023.

### DATA ENTRY OPERATOR / DOCUMENT CONTROLLER

- Create spreadsheets to track important customer information and orders.
  - Transfer data from hard copy to a digital database.
  - Update customer information in a database.
  - Organize existing data in a spreadsheet.
  - Operate common office equipment, like scanners and printers.
  - Type in data quickly and efficiently.
  - Transfer data from paper formats into computer files or database systems using keyboards, data recorders or optical scanners.
  - Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data.
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- Manage and maintain all controlled company documents. Update and control procedure documents and forms.
  - Create and manage document hierarchy and process systems.
  - Take charge of all document identification, classification, and filing.
  - Prepare correspondence, bills, statements, receipts, checks, or other documents.
  - Copying information from one record to another.
  - Copies data and compiles records and reports.
  - Maintaining and updating required inventory levels for goods, products, and materials.
  - Conducting quality checks on stored inventory to comply with company standards.
  - Processing and documenting returned items

## **S K I L L S**

- Strong organization skills to record details such as barcodes, supplies, damages, and pricing information.
- Scanner Knowledge.
- Software proficiency.
- Troubleshooting
- Time management skills.
- Excellent knowledge of word processing tools and spreadsheets (MS Office Word, Excel etc.)
- Working knowledge of office equipment and computer hardware and peripheral devices.
- Basic understanding of databases.
- Detail-oriented.
- Expert data organizer.

## **P R O F I L E**

**Personal Number** - (0554282335)

**Email** - [niyasad3@gmail.com](mailto:niyasad3@gmail.com)

**Passport No** – T1084290

**Visa** - visit visa

**Address** – Dubai.

## **D E C L A R A T I O N**

I hereby declare that the above said facts are true to the best of my knowledge and belief.

**(NIYAS AHAMED I)**