

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

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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)