



## REETHU R

BRANCH EXECUTIVE / DATA ENTRY OPERATOR

Branch executive with 3 years of experience and 1 year of experience in data entry operator is seeking a position with a company that offers opportunity to grow within, utilize my extensive training and acquire new skills, skilled at producing results in fast paced environments by adapting and implementing innovative strategies, who aggressively build solid client bases.

### CONTACT DETAILS

+971 563927135

[reetraj1996@gmail.com](mailto:reetraj1996@gmail.com)

Dubai, UAE

### ACADEMIC CREDENTIALS

#### B.com (Computer Application) | 2017

- MG University

#### HIGHER SECONDARY | 2014

- Board of Higher Secondary Examination, Kerala, India

#### SSLC | 2012

- Board of Public Examination, Kerala, India

### COMPUTER PROFICIENCY

Tally ★ ★ ★ ★ ★

Documentation ★ ★ ★ ★ ★

M S Office ★ ★ ★ ★ ★

### PROFESSIONAL SKILLS

- Organization
- Computer skills
- Customer service
- Project management
- Time management
- Typing skills
- Efficient written and verbal

### KEY SKILLS

Team Work

Work Ethic

Analytical skills

Leadership Quality

Decision-making

Time Management

Customer service

Problem Solving Ability

Hardworking

Positive Attitude

Documentation

### EMPLOYMENT CHRONICLE

#### DATA ENTRY OPERATOR | Dec 2021 - March 2023

ICDS OFFICE (INTEGRATED CHILD DEVELOPMENT SERVICES) INDIA.

##### KEY RESPONSIBILITIES

- Maternity benefit program run by government of India.
- Working on beneficiary data software and keeping data entry record.
- Keeping information confidential.
- Scan documents and print files when needed.
- Insert customer and account data by inputting text based and numerical information from source documents within time limits.
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output.
- Respond to queries for information for incomplete documents.
- Search for and investigate information contained in files.
- Type in data quickly and efficiency.

#### BRANCH EXECUTIVE | Jan 2018 – Nov 2020

THAZHAYIL NIDHI Ltd INDIA

##### KEY RESPONSIBILITIES

- Maintaining files and record.
- Money transactions including income and expense.
- Preparing monthly salary statement.
- Daily business statement, fixed deposit, gold loan, recurring deposit opening in system.
- Preparing monthly bank reconciliation statement.
- Cash handling.
- Answering phone calls from customers.

LANGUAGES KNOWN

English	<div></div>	100 %
Malayalam	<div></div>	100 %
Hindi	<div></div>	85 %
Tamil	<div></div>	85 %

INTERESTS



Songs



Travelling



Reading

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a customer focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

PERSONAL DOSSIER

Gender	: Female
Date of Birth	: 04/07/1996
Nationality	: Indian
Marital Status	: Married

PASSPORT DETAILS

Passport Number	: R5980922
Date of Expiry	: 19/11/2027
Place of Issue	: Trivandrum

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

REETHU R