

RUTH NANCY SOLOMON

DATA ENTRY OPERATOR AND OFFICE ASSISTANT

CONTACTS

📍 Deira , Dubai, United Arab Emirates

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☎️ 0564491684

PERSONAL DETAILS

Date Of Birth

23-08-1981

Nationality

Indian

Visa Status

Husband Visa

Marital Status

Married

SKILLS

Sample Handling

Data Entry

Office Assistant

Lab Assistant

Customer Service

Scheduling

ABOUT ME

I am a Bussiness and Bank Managment Graduate with over 15 Years of experience in various feilds including Health Sector. I wish to join in a progressive organization, which gives me a scope to apply my skills in Maintainence and administration work to achieve better career growth.

Seeking for a suitable position in the field of Maintainence and administration to prove myself as an efficient, aggressive and a capable worker and also as an asset to the growth of your organization.

WORK EXPERIENCE

LABORATORY ATTENDANT

Dubai Hospital-DHA, Dubai

FEB - 2021

APR - 2023

- Collecing Sample from the patient source of various units and brnging it to the CRA.
- Handling Samples with International Guidlines of Safety precautions.
- _ Maintaining Electronic Log for the Samples Collected and Submitted in the CRA.
- Continues upgrade of knowledge and skill on Handling of Samples.
- Preparing and sending samples to Laboratory depatments within tthe Hospital and outside to other hospitals.

TELE SALES AGENT

Du Telecom, Dubai

AUG - 2020

JAN - 2021

- Achiving Target in sales
- Promoting Company sales

SCANNING, FILLING AND INDEXING STAFF

Cube Inovation, Dubai

OCT - 2019

MAY - 2020

- Scanning, Filling, Indexing and Data Entry of Staff employed at the specific company.
- Maintainning confidentiality of the documents compited to me.

LANGUAGES

English

Tamil

Malayam

- Organizing files, collecting and managing data to be entered into the computer and maintaining accurate records of valuable company information.

DATA ENTRY OPERATOR

Infant's Travel, Bangalore

MAR - 2015

MAR - 2019

- Entering data into different computer databases, manage and maintain effective record keeping.

-Organizing files, collecting and managing data to be entered into the computer and maintaining accurate records of valuable company information.

JUNIOR ACCOUNTANT

BALS, Dubai

OCT - 2012

MAR - 2014

-Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, taking inventory, keeping records and sorting checks etc.

-Handling communications with clients and vendors via phone, email, and in-person.

-Processing transactions, issuing checks, and updating ledgers, budgets, etc. Preparing financial report

EDUCATION

BACHELOR OF MANAGEMENT

Srimathi Indira Gandhi College, Bharathidasan University, Tiruchirappalli

2004

HIGHER SECONDARY SCHOOL CERTIFICATE

Sri Jayendra Matriculation HSS, Tiruchirappalli

2001

REFERENCES

DAVID SOLOMON

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LAB-DHA

JASON JOB DAVID

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LIS-DHA