

Dear Hiring Manager,

I am writing to express my keen interest in the opportunity within your esteemed organization. With a diverse professional background and a robust skill set in administration, inventory and order management, data entry, accounting, customer service, and sales. I am confident in my ability to contribute effectively to your team and support your organizational goals.

In my recent role at Ram Associates as a Customer Care Executive and Data Entry Operator, I honed my skills in delivering exceptional customer service, maintaining and updating customer databases, and managing customer-centric operations. I successfully adapted to new software and data entry methods, ensuring efficient and accurate data management.

With a strong educational background, including a Master's degree in History and a Bachelor's degree in Sociology, coupled with additional qualifications in financial accounting and taxation, I possess a well-rounded perspective that enables me to approach challenges strategically. My proficiency in MS Office, internet, and email, along with my multilingual abilities in English, Hindi, Tamil, Malayalam, and basic German, further enhance my capability to work effectively in diverse environments.

Thank you for considering my application. I am looking forward to the opportunity to discuss how my experience and skills can contribute to the success of your organization.

Warm regards,

Sachin Shaji



SACHIN SHAJI

ABOUT ME

Experienced professional with a proven track record in Administration, Store Management, Data Entry, Accounting, Customer Service, and Sales. Dedicated to achieving international standards and contributing to organizational growth. Seeking opportunities for professional advancement and personal development in a dynamic and challenging environment.

CONTACT

- +971 562959957
+971 566178979
- Karama, Dubai - UAE
- sachinshaji203@gmail.com

KEY SKILLS

- Data Entry, Tally, GST & Financial Accounting
- Taxation

SKILLS

- Qualitative Aptitude
- Inventory Management
- Order Management
- Data Entry
- Eagerness to Learn
- Communication Skills
- Self-Motivation
- Book Keeping
- Bank Reconciliation
- Delivery Management

PROFESSIONAL EXPERIENCE

Ram Associates | Customer Care Executive & Data Entry Operator

2021 – 2022 | Kerala – India

- Provided top-tier customer service, fostering customer loyalty.
- Maintained customer database by entering and updating information and preparing source files.
- Organized tasks effectively, prioritized work, and kept records organized.
- Assisted customers in making selections by building their confidence.
- Informed clientele of preferred customer sales and upcoming merchandise.
- Communicated with customers, noted their preferences, and took feedback.
- Managed customer-centric operations, ensuring customer satisfaction.
- Adapted to new software and data entry methods as needed.
- Resolved the customer issues promptly, ensuring a positive experience.

EDUCATION

M.A IN HISTORY

India

B.A IN SOCIOLOGY

India

PLUS TWO

India

SSLC

India

COMPUTER SKILLS

- MS Office (Excel, Word, PowerPoint, Outlook)
- Internet & E-mail

LANGUAGES

- English
- Hindi
- Tamil
- Malayalam
- German (Basic)

ABOUT ME

Date of Birth : 19/12/1997
Nationality : Indian
Marital Status : Single
Passport Number : V0859167
Passport Expiry : 24/03/2031
Visa Status : Tourist Visa
References : Available upon request

DECLARATION

I hereby declare that the contents of my resume are accurate to the best of my knowledge and verify their authenticity.