



OBJECTIVES:

To utilize my skills, abilities and knowledge in a positive and beneficial manner in an industry that offers professional growth, and to do something extra ordinary for the industry especially in my field of knowledge and related to it.

CONTACT DETAILS:

Address: Karama, Dubai.
+971 54 787 6744
christophersog@gmail.com

PERSONAL DETAILS:

Nationality: India
Marital Status: Unmarried
Gender: Male
Date of Birth: 28-01-1999
Passport No: S1604126
Visa Status: Visit Visa
Languages: English,
Hindi, Telegu

REFERENCE:

Would be provided upon request!

BALLA CHRISTOPHER

EXPERIENCE:

SRI SURYA HOSPITAL

INDIA

Data Entry – 03 Years

Duties & Responsibilities

- Transferring data from paper formats into computer files or database systems
- Typing in data provided directly from customers
- Creating spreadsheets with large numbers of figures without mistakes.

VISISTA

INDIA

Front Office – 02 Years

Duties & Responsibilities

- Keeping front desk tidy and presentable with all necessary material
- Greeting and welcoming desks as they approach the front desk
- Answering questions and addressing complaints.

SKILLS:

- Proven data entry work experience, as a Data Entry Operator
- Experience with MS Office and data programs
- Familiarity with administrative duties
- Experience using office equipment, like fax machine and scanner
- Typing speed and accuracy
- Excellent knowledge of correct spelling, grammar and punctuation
- Attention to detail.

EDUCATION:

- **ICSE**: Seventh Day Advantage Higher Secondary School - 74%
- **MPC** – Narayana Junior College – 70%

DECLARATION:

I hereby declare that all the statements made in the application are true and correct to the best of my knowledge.

Regards

Balla Christopher