



**ANANDHU J**

## Contact

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## PERSONAL PROFILE

- Date of birth: 17/03/2000
- Nationality: India
- Gender: Male
- Passport No: S0058276
- Visa Status: Visit Visa

## EDUCATION

- Professional Diploma in Shipping & Logistics.
- Petroleum Logistics.
- Warehouse Supervisor
- 12th from GFHSS, Kuzhithura (Kerala Higher Secondary Board)
- 10th from GOVT VSS Cheriazheekal, (Kerala State Board).

## PERSONAL STRENGTHS

- Effective Communication
- Teamwork
- Multitasking
- Detail-Oriented
- Basic Computer Knowledge (M.S Office )

## Logistics data entry

## OBJECTIVE

Seeking for substantial responsibility where my past and varied experience would be Fully utilized in a career opportunity and where making a significant contribution to the success of my employer which will gain me a career advancement opportunity

## WORK EXPERIENCE

- 1 Years Working Experience in **AJIO WAREHOUSE TAMIL NADU, INDIA** as a **DATA ENTRY OPERATOR (DEO)**

## RESPONSIBILITY

- Entering customer and account data from source documents within time limits.
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
- Reviewing data for deficiencies or errors, correcting any incompatibilities, and checking output.
- Research and obtain further information for incomplete documents.
- Scan documents and print files, when needed.

## JOB SKILL

- Good Co-operation with all nationalities
- Problem solver with good common sense
- Sincere and Hard worker
- Effective communication skills.
- Excellent organizational skills.
- To respond all the calls very sincerely and respectfully

## LANGUAGE

- English
- Malayalam
- Tamil

## DECLARATION

I hereby declare that all the statements given above are true to my knowledge

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