

NARENDRA



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PERSONAL INFORMATION

Gender : Male
Nationality : India
Passport No : V2703778
Date of Birth : 10-12-1990
Marital Status : Single
Visa status : Employment visa
Languages : English, Hindi,

EDUCATION

- ➡ **Diploma in Bachelor in Science**
- ➡ **CCC diploma**

PERSONAL SKILLS

- Willing to work in tough situation.
- Flexible work hours.
- Complete my work with my best effort.
- Team spirit and Positive attitude.
- Problem-Solving.
- Good communication skills.

CAREER OBJECTIVE

An energetic, focused, smart and task oriented man with a friendly and mature manner of approach, effective communication and time management skills. Currently seeking for a position in a challenging organization where I will be able to contribute my accurate skills with a dynamic team geared towards the realization of the organizations strategic short term and long term goals.

Working Experience

- ➡ **1 year and 6 months working experience as a Data entry clerk at Day to Day international trading LLC group, Dubai-UAE (Currently working)**
- ➡ **3 Year Work as a data entry clerk in EDD-1 Rampur, India.**
- ➡ **2 Year Work as a data entry Clerk in Zain Inter College, Rampur, India.**
- ➡ **2 Year Work Experience as a sales man at Prime Electronic Rampur, India.**

Duties & Responsibilities

- Gathering invoices, statements, reports, personal details, documents and information from employees, other departments and clients.
- Scanning through information to identify pertinent information.
- Correcting errors and organizing the information in a manner that will optimize swift and accurate capturing.
- Creating accurate spreadsheets.
- Entering and updating information into relevant databases.
- Ensuring data is backed up.
- Informing relevant parties regarding errors encountered.
- Storing hard copies of data in an organized manner to optimize retrieval.
- Handling additional duties from time to time.

Skills

- Computer skills:- mycom inventory management system, Microsoft Excel, Microsoft Word, WPS office.
- Good command of English.
- Excellent knowledge of MS Office Word and Excel.
- Strong interpersonal and communication skills.
- Ability to concentrate for lengthy periods and perform accurately with adequate speed.
- Proficient touch typing skills.

Declaration

I hereby declare that all statements in this resume are true, complete and correct to the best of my knowledge and belief.