



# BINSA T S

## DATA ENTRY

+971 545 003 277

[binsasanthoshjan15@gmail.com](mailto:binsasanthoshjan15@gmail.com)

Al Karama, Dubai, UAE

### ABOUT ME

Highly organized and detail-oriented office assistant with 15+ years of experience providing administrative and clerical support. Proven ability to manage multiple tasks simultaneously, prioritize workloads, and meet deadlines efficiently. Excellent communication and interpersonal skills, with a strong commitment to providing exceptional customer service.

### EDUCATION

**Bachelor of Zoology**  
Mahathma Gandhi University  
1997-2000

**PGDCA**  
TCIL-IT, Ernakulam  
2002-2004

### KEYSKILLS& CHARACTERISTICS

Excellent listener

Friendly, courteous and service oriented

Quality assurance

SOLID WRITTEN AND VERBAL  
COMMUNICATION

Communication Skill  
Strong analytical and problem-solving skills

### LANGUAGE

English

Malayalam

Hindhi

### WORK EXPERIENCE

Sept 2017 – May 2024  
Technical Higher Secondary School  
Data Entry Operator Cum Accountant

- Enter accurate and complete data into various digital formats, such as spreadsheets, databases, and content management systems.
- Verify and proofread the data for consistency and accuracy.
- Very well knowledge in Tally – 9.0
- Organize and categorize data according to established procedures.
- Educate parents about the details and specifications of the courses to help them make suitable decisions to joining the courses.
- Strong computer literacy and proficiency in using various data entry software programs (e.g., Microsoft Office Suite).
- Excellent typing skills with a high degree of accuracy and speed.
- Keen eye for detail and ability to identify and rectify errors.
- Ability to work independently and meet deadlines effectively.
- Excellent communication skills, with a strong emphasis on both written and spoken English for clear and concise communication.
- Very well knowledge in office works like accounts works through Tally, inviting applications for new courses , take admissions and all related works in academic section

February 2016 – August 2017  
Speed wings Travels and Holidaysl Ernakulam, Kochi, Kerala  
Computer operator

- Prepares, compiles, and sorts documents for data entry.
- Plan and sell visas, air tickets, transportation, accommodations, insurance, and other travel services.
- Cooperate with clients to determine their needs and advise them on appropriate destinations, modes of transportation, travel dates, costs, and accommodations.
- Type visas, book transportation (air tickets), make hotel reservations, and collect payments/fees.
- Utilize promotional techniques and prepare promotional materials to sell itinerary tour packages.
- Handle social media, including making short videos and promoting services.
- Deal with occurring travel problems, complaints, or refunds.
- Enter data into our software and maintain client files.
- Network with tour operators.
- Maintain statistical and financial records.
- Meet profit and sales targets.