

MARIA CISLIN SUNNY

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📍 Ajman, UAE



Profile

Result-oriented and motivated individual offering the MBA (Master of Business Administration) degree. And over 2 years of extensive experience working as a Data Entry Operator and Supervisor with a strong attention to detail and a great team player with the ability to communicate effectively.

Professional Experience

SUPERVISOR, KRISHNA CONSTRUCTIONS 01/2020 – 12/2023

VIJAYAWADA, INDIA

Data Entry Operator (Jan-2020 to Feb-2021):

- I joined Krishna constructions as a Data Entry operator for Indian railways crew booking project.
- I was efficiently able to manage and enter data into the company data bases with high level of accuracy.
- Demonstrated strong attention to detail and adherence to established data entry protocols.
- Collaborated effectively with team members to ensure timely completion of tasks and projects.

Supervisor (Feb-2021 to Dec-2023):

- Promoted to supervisor role after demonstrating exceptional dedication and performance as a Data Entry Operator.
- Provided Leadership and guidance to a team of data entry operators, ensuring smooth workflow and adherence to deadlines.
- conducted regular performance evaluations and provided constructive feedback to the team members to support their professional development.
- Successfully managed day-to-day operations within the data entry department, including scheduling, resource allocation, and resolving operational issues.

Education

MBA - Finance, GITAM UNIVERSITY

08/2019 – 09/2021
VIJAYAWADA, INDIA

**GRADUATION - Bachelor of Science,
KRISHNA UNIVERSITY**

06/2016 – 04/2019
VIJAYAWADA, INDIA

Skills

MS TOOLS

MS Excel, MS Word etc.



CSS and HTML

Basic Website designing skills.



COMPUTER SKILLS

Basic Level of usage of computers and MS Office usage



TEAM WORK

Able to cooperate with a team in any work environment.



COMMUNICATION SKILLS

Able to communicate with team and clients with ease.



Languages

MALAYALAM

Native Speaker



ENGLISH



HINDI

Working Knowledge



TELUGU

Proficient



Awards

BEST CADET,

01/2018

NATIONAL CADET CORPS (N.C.C)

- Participated in REPUBLIC DAY parade held in RAJPATH INDIA GATE, DELHI in the year 2018 and won silver medal as a BEST CADET in state level competition as a NCC CADET.
- Completed C-Level Certification Exam in NCC NAVY.

Declaration

I hereby declare that the above particulars furnished by me are true to the best of my knowledge and belief.

MARIA CISLIN SUNNY