

REENA KUMARI

PROFESSIONAL SUMMARY

Aspire to serve a reputed organization with sincerity & determination, to succeed with sound professional knowledge & creativeness, and be involved in strategic decision making in contributing effectively to achieve the primary objective of the organization.

PROFESSIONAL EXPERIENCE

CURRENTLY WORKING(6JUNE2022)

AL MAYA SUPERMARKET(UAE) DATA ENTRY OPERATOR

Proven data entry work experience, as a data entry operator or office clerk.

.experience with MS Office and data programs. Attention to detail

.INVENTORY Management, validating supplies, evaluating proposals,

inventory restocking, database management

APPLICATION

EDP,BPM,PTD SOFTWARE, Monthly statements and closing

TRANSACTION ASSISTANT

1-Aug-19 to 10-Mar-22

HDFC BANK SLI DEPARTMENT, PUNJAB, INDIA

Job Description:

- Overseeing client accounts.
- Creating, sending, and following up on invoices.
- Collecting and reviewing data for reports.
- Reviewing and performing audits on financial statements and reports.
- Reporting discrepancies.
- Preparing payments for employees.
- Suggesting improvements in accuracy, efficiency, and reducing costs.

APPLICATION

LOS, IDEA LOS, FC, FTS, FINNEONE, INTERSUL, CRM

DATA ENTRY OPERATOR

31-Jul-16 to 31-Jul-19

HP GAS SERVICE, INDIA

Job Description:

.Entering customer and account data from source documents within time limits

.Compiling, verifying accuracy and sorting information to prepare source data for computer entry

PROFESSIONAL & ACADEMIC QUALIFICATIONS

.Master of Arts

Guru Nanak Dev University, PUNJAB

. Bachelor of Arts

Guru Nanak Dev University, PUNJAB

.Diploma in Computer Application/ PGDCA

GIIT , PUNJAB



CONTAC INFORMATION

Mobile

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Email

rk0021085@gmail.com

Address

BUR DUBAI,UAE

COMPETENCIES

- Process Improvement
- Customer Service
- Reporting skills

SKILLS

- Excellent communication skills
- Flexible and Adaptable to changes
- Highly Organized and Accurate

SOFTWARE SKILLS

- MS Office
- Excel
- EDP,BPM,PTD,LOS,IDEA
LOS,ORACEL,FTS,FC,FINNEONE,INT
ERSUL,CRM

- SCANNING DOC AND UPLOADING
LANGUAGES
English

- Hindi

- Punjabi

PERSONAL INFO

- Date of Birth : 10-06-1994
- Nationality : Indian
- Marital Status : Single
- Passport : T0423984
- Visa Status : RECIDENCE VISA