



Shahul Hameed Nachiyar J

Data Entry Operator

My Contact

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📍 Annai Terasa street, TNHB,
Ayapakkam, Chennai

Hard Skill

- Ms.office
- Computer Operator
- written working Skil
- Data entry Operator

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

Education Background

- ADM College for women Nagapattinam
Bachelor of Commerce
Completed in 2008
- National Higher Secondary School in Nagore
Higher Secondary Certificate
Completed in 2004
- National Higher Secondary School in Nagore
Secondary School leaving Certificate
Completed in 2002

About Me

Dedicated and hardworker with 10 years of experience. Monitoring, maintaining, and completing client billing and reconciliations. And quick learner of any field

Professional Experience

Swathy Hi-Tech Private Limited

2012– 2015

Key responsibilities:

- Field work for Bio Matric Operator
- Data Collecting from people
- Aadhar card field working

Co-operative Society in District Police Office

2016– 2021

- Office Maintenance & responsibilities
- Analyzed financial data
- Deducted loan EMI amount preparation
- Handled Subsidiary book,Cash book, Membership book, Td book
- Thrift deposit bonus calculated

Declaration

I hear by declare that the above information and particulars are true and correct to the best of my knowledge.