

SALAI NALVEDHAM SALAI MANIVANNAN

Pudukkottai, Tamil Nadu 622101

salainalvedhamsalaimaniva9d93w_c4s@indeedemail.com

+91 70945 81262

- Fastest Data Entry with Accuracy (Word, Excel) Experience in all Versions.
- Error Finding in Excel Worksheet.
- Knows all Excel formulas (like vlookup & Data Filling)
- Experience in Various Departments.
- Quick Work Understanding.

Personal Details

Date of Birth: 1996-06-11

Eligible to work in: India

Highest Career Level: 5+ years experience

Industry: Accounting, Administrative Assistance, Banking & Finance, Customer Service, Internet, Ecommerce, Mathematics, Retail

Total years of experience: 9

Work Experience

Data Entry Operator/Computer Operator

The Pudukkottai District Central Co-op Bank Ltd (Outsourcing Staff) - Pudukkottai, Tamil Nadu
September 2021 to Present

1. CSV file Working
2. Customer Account Record Management
3. Loan Outstanding Record Management
4. Review Meeting Data Arrangement
5. Monthly Record Report Making

Data Entry Operator

Revenue Department (Tamilnadu) (Outsourcing Staff) - Pudukkottai, Tamil Nadu
April 2017 to August 2021

1. Adangal Record Computerisation
2. Revenue Village Data Computerisation
3. Ground Water Analysis Data Management
4. Patta, Chitta, Encumbrance Certificate Details
5. Legal Compliance Record Management

Computer Operator

Suresh IAS Academy - Pudukkottai, Tamil Nadu
August 2013 to March 2017

1. Typist

2. Class Test Arrangements
3. Class Schedule Management
4. Back Office

Education

12th Pass

Government Higher Secondary School, Annavasal - India
March 2012 to March 2013

Skills / IT Skills

- Microsoft Excel (9 years)
- Microsoft Office (9 years)
- Big data (2 years)
- Office experience (6 years)
- Arrangements (9 years)
- Back office (9 years)
- Typing (9 years)
- Computer skills (9 years)
- Google Docs (6 years)
- Microsoft Word (9 years)

Certifications and Licenses

DCA Certification

September 2011 to Present