

JEEVA M

Data Entry

CONTACTS

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EMAIL

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ADDRESS

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Angalamman Kovil street,
Arambakkam (po),
Gummidipoondi Taluk,
Thiruvallur-601201, Tamil
Nadu, India, Thiruvallur,
601201, India

EDUCATION

2022

B.E COMPUTER SCIENCE ENGINEERING

KCG College Of
Technology, Chennai

- B.E. in Computer
Science Engineering
from ANNA University,
Chennai, Tamil Nadu.

2018

+2

Velammal matric Higher
Secondary School,
Ponneri, Tamilnadu

2016

SSLC

Velammal matric Higher
Secondary School,
Ponneri, Tamil Nadu

SKILLS

ABOUT ME

Data entry

Detail-Oriented Data Entry Specialist Eager to Contribute to Team
Success with Proven Accuracy and Efficiency

WORK EXPERIENCE

LOGISTICS ASSISTANT

📍 Yerevan

ONEX LLC Private Limited

Aug 2023 - Jan 2025

- Assist in coordinating shipments, ensuring timely delivery of products to customers and clients.
- Maintain accurate records of incoming and outgoing shipments, tracking inventory levels and delivery statuses.
- Communicate with suppliers, vendors, and transportation companies to resolve delivery issues and ensure smooth operations.

DATA ENTRY CLERK

📍 chennai

EGB Software and It Solution Private Limited

May 2022 - Jun 2023

- Proficient with 13 months of dedicated experience as a Data Entry Clerk, ensuring high levels of data accuracy and integrity.
- Boosted data accuracy by 30%
- High-integrity data handling

HOBBIES

- Gardening
- Sports activities
- Cooking

- Typing Speed 40WPM
- Computer Application
- MS Word
- MS Excel
- Communication skills

LANGUAGE

- English

PERSONAL DETAILS

DATE OF BIRTH:

30 Jun 1999

NATIONALITY:

Indian

MARITAL STATUS:

Unmarried

EXTRA-CURRICULAR ACTIVITIES

MEMBER OF SPORTS CLUB