



# JUSTIN B SHAJAN

MCA GRADUATE

## CAREER OBJECTIVE

Detail-oriented MCA graduate seeking a Data Entry or Data Support role. Skilled in typing, data accuracy, spreadsheets, and document processing. Committed to maintaining confidentiality and meeting deadlines while contributing to efficient data management.

## EXPERIENCE

**Data Entry Support Staff – Dream Mart Supermarket** (*Freelance/Informal Role – Not Certified*)

*Mar 2022 – Aug 2022*

- Accurately entered and updated product and sales data into internal systems
- Maintained inventory logs and performed regular stock level audits
- Supported the billing department with invoice entry and verification
- Assisted in creating daily sales and stock reports using Excel and Google Sheets
- Demonstrated ability to handle confidential and sensitive information responsibly

## PROJECTS

**Inventory Management Spreadsheet**

*Tools: Microsoft Excel / Google Sheets*

- Developed a functional inventory management system for tracking products
- Included fields like Product ID, Name, Category, Quantity, Price, Supplier, and Reorder Status
- Automated stock alerts using formulas like IF, VLOOKUP, SUM, COUNTIF
- Ensured real-time visibility and control over stock levels
- Helped in minimizing overstocking and stockouts through data-driven monitoring

## EDUCATION

**Master of Computer Applications (MCA)**

*Sep 2022 – Oct 2024*

Mar Thoma Institute of Information Technology, Ayur, Kollam

**University of Kerala**

**Bachelor of Science in Computer Science (B.Sc. Computer Science)**

*Jun 2019 – Apr 2022*

Marthoma College of Science and Technology, Ayur

**University of Kerala**

## CERTIFICATIONS

1. **Excel for Data Analysis & Financial Analysis** – Udemy
2. **Microsoft Power BI Workshop** – OfficeMaster

## PERSONAL DETAILS

Email: [justinbshan324@gmail.com](mailto:justinbshan324@gmail.com)

Mobile No: +971 527718668

Place: Sharjah, UAE

Visa Status: Tourist

Nationality: Indian

DOB: 18/09/2001

LinkedIn: <https://www.linkedin.com/in/justin-b-shajan-b64935235>

Website: <https://justin-b-shajan.github.io/Justin-Portfolio-website/>

## SKILLS

- MS Office (Excel, Word)
- Google Workspace (Docs, Sheets, Drive)
- Data Validation and Verification
- File Management and Digital Organization
- MacOS, Windows, Linux

## HOBBIES

- Coding
- Listening to Music
- Media Editing
- Tech Blogging

## LANGUAGES

- English
- Hindi
- Malayalam
- Tamil