



Nasheema.H

138/5_2, Aruguvilai West Street, Near Neela Cottage, Krishnancoil, Nagercoil-629001
nasheemamaheen85@gmail.com | 8526404482

Experienced data analyst skilled in higher-speed data entry and proficient in Microsoft Office.

Professional Experience

Focus Life and Technology Nagercoil Data Analysis And Data Entry Operator

02/14 - 02/17

- Proficient in data analysis and team leadership
- Highly skilled in higher speed data entry operations
- Experienced office admin incharge

Stajer Vaccine Centre Nagercoil System Administrator

02/17 - 01/23

- Proficient in system administration, office administration, and customer service roles
- Thorough knowledge of medicine and healthcare practices
- Experienced in networking and proficient in using Gofrugal software for billing

Education

Women's Christian college Nagercoil BA- Literature - 1st Class

05/02 - 05/05

Azhagappa University PGDCA

06/05 - 06/06

Key Skills

- Proficient in MS Word, Excel, PowerPoint
- Skilled in networking and email processes
- Strong data analyst with expertise in data entry
- Experienced office administrator
- Team management capabilities
- Exceptional customer service abilities
- Knowledgeable in medicine

Interests

- System Analyst
- Data Analysis
- Team Manage