



# MOHAMED JIYATH

## PROFILE

By dedicating myself fully to each task, I aim to achieve excellence and demonstrate my commitment. This mindset not only helps in personal growth but also inspires others around me to pursue their goals with the same diligence and integrity. Together, we can create an environment where hard work and sincerity are valued and rewarded.

## Experience

### 2024- Present

HAASHIYA CSC&TRAVELS I MIMISAL,INDIA.

#### DATA ENTRY

Data entry is a vital task across industries, involving accurate information management essential for business operations. It requires attention to detail and strong organizational skills. Ideal candidates should possess good typing skills and computer software familiarity, with many roles offering flexibility, including remote work. Proficiency in data entry can lead to various career paths in administration, management, and data analysis, with growing demand for skilled professionals as technology evolves, creating opportunities for advancement and specialization.

2023-2024

### HAASHIYA COMMON SERVICE CENTER I MIMISAL,INDIA

#### DATA ENTRY

Data analysis involves examining, cleaning, transforming, and modeling data to discover useful information and support decision-making. It begins with accurate data collection, followed by cleaning to remove errors. Statistical techniques identify patterns and relationships within the data. Data visualization is key for presenting findings through charts and graphs, aiding stakeholder decision-making. The rise of big data and advanced analytics, including machine learning and AI, enhances insights and predictive capabilities. As technology evolves, data analysis's impact on decision-making across sectors will continue to grow, making it essential in the modern world.

### 2015 - 2017

PSN ENGINEERING COLLAGE,TIRUNELVELI

#### OFFICE ADMIN

is a vital department within any educational institution, responsible for managing and supporting the needs of students throughout their academic journey. From enrollment and registration to maintaining academic records and organizing events, the student administration team plays a key role in ensuring a smooth and efficient college experience. They provide guidance on course selection, assist with financial aid applications, and offer support for both academic and personal challenges. By fostering a welcoming and inclusive environment, the student admin office helps students thrive and reach their full potential, making it an indispensable part of campus life.

## EDUCATION

**Bachelor of Science (Computer)**  
**Bharathidasan University**  
2022 - 2025

## CERTIFICATION

- Python Programing
- System Analysis
- Microsoft Excel
- Microsoft Word
- Microsoft Power Poit
- Photoshop
- Data Entry

## SKILLS

- Project Management
- Time Management
- Leadership
- Data Entry

## LANGUAGE

English  
TAMIL

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