

AJBATH ALI

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CAREER OBJECTIVE

To obtain a position in a fast-paced and challenging environment where I can use my skills and experience to make a significant contribution. Opting for a challenging career which offers an opportunity to apply my skills and knowledge with continuous learning which can pave way to growth and success in the competitive world.

SKILLS

Computer Skills

Microsoft Office:

- Microsoft Word
- Microsoft Excel
- Microsoft Powerpoint

Sports

- Volleyball
- Boxing
- Shuttle
- Swimming

EXPERIENCE

1. PHYSICAL TRAINER Sep-2017 - Jun-2018

Nallamani Vidhyalaya Matric Hr. Sec. School, Kodikurichi.

Trained the students in physical activities and gave them proper counseling in order to make them mentally fit to take up great challenges in the society.

2. DATA ENTRY OPERATOR Jan-2020 - Apr-2022

Abdulali Al Ajmi Company, Saudi Arabia.

Worked as an Accountant and took responsibility for the working people in site.

JOB DESCRIPTION:

DATA ENTRY:

- Verifying and logging receipts of data.
- Preparing, compiling and sorting documents for data entry.
- Transcribing source data into the required electronic format.
- Performing high-volume data entry using word processor, spreadsheet, database or any other computer software.
- Database monitoring, reviewing and correcting errors or consistency.
- Establishing frequent backups and digital databases to store data.
- Maintaining databases and archives.
- Filing systems up to date.

EDUCATION

Degree/Course	Percentage/CGPA	Year of Passing
B.A. (English)LIT Sadakathullah Appa College(Autonomous), Manonmaniam Sundaranar University	6.4	2016

ACHIEVEMENTS

NCC - C Certificate Holder

The Chairman of Students' Council in College
2015 to 2016

STRENGTHS

- Working hard
- Being punctual
- Quick observing skills

AREAS OF INTERESTS

- Data Entry Operator
- Supervisor
- Office Assistant

HOBBIES

- Reading books
- Playing sports
- Driving
- Listening music

PERSONAL DETAILS

Address	15-4-25A, East street, Achanpudur, Tenkasi 627803, Tamil Nadu.
Date of Birth	22/08/1995
Gender	Male
Nationality	Indian
Marital Status	Married
Languages Known	Tamil, English, Malayalam, Arabic

DECLARATION

I hereby declare that the information and the details furnished above are true to the best of my knowledge.



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