

DARYS HENA.S

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PLACE : FUJAIRAH-UAE



CARRER OBJECTIVE:

Seeking a data entry position with a fast paced organization employing a degree in information management and ability to meet standard data entry requirements, including typing speed and accuracy.

EXPERIENCE:

- **HONDA –INDIA** (Jan 2020 to Apr 2021)
CUSTOMER RELATIVE EXECUTIVE (1 Year Experience)
- **ZEPTO (KIRANAKART) - INDIA** – (May 2021 to Apr 2022)
MANAGEMENT INFORMATION SYSTEM & DATA ENTRY OPERATOR
(1 Year Experience)

ROLES AND RESPONSIBILITIES:

HONDA (CUSTOMER RELATIVE EXECUTIVE) :

- Overseeing the relationship with customers handled by team.
- Resolving customer complaints quickly and efficiently.
- Keeping customers updated on the latest products in order to increase sales.
- Meeting with managers in the organization to plan strategically.

ZEPTO (KIRANAKART) @ MANAGEMENT INFORMATION SYSTEM:

- Complete store operational requirements by scheduling and assigning employees following up on work results.
- Maintain store staff by recruiting selecting, orienting and training employees.
- Maintain store staff job results by coaching counseling and disciplining employees.
- Close monitoring the invoices and manifest on inward the shipments.
- Managed receiving, consolidations, scheduling, material handling and organized movement of inbound and outbound parts.
- Planning monitoring and appraising job results.

ZEPTO (KIRANAKART) @ DATA ENTRY OPERATOR:

- Entering customer and account data from source documents within time limits
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.
- Using by software of company and upload the daily invoices in it.

ACADEMIC PROFILE:

 **B.A. POLICE ADMINISTRATION (2019-2021)**

Annamalai University - Chennai

ADDITIONAL COURSE:

- Certified in **MS OFFICE**
(Word ,Excel ,Power point)

PERSONAL PROFILE:

Nationality	: Indian
Date of Birth	: 04-05-1998
Language Known	: English, Tamil, Hindi, Malayalam
Gender	: Female
Marital status	: single

PASSPORT DETAILS :

Passport No	: V6609920
Date of Expire	: 25/04/2032
Visa status	: Visit Visa

DECLARATION:

I hereby declare that above mentioned details are correct and complete to the best of my knowledge.

Yours Sincerely,
DARYS HENA.S