



# SHAFY MOHAMED AFRIN

CASHIER

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## CONTACT

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📍 Doha Qatar

## EDUCATION

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- DIPLOMA IN OFFICE MANAGEMENT
- Diploma in Business Management
- Diploma in international language (English)
- Training Course of Data Entry Operator
- Completed IELTS
- Training Course of Data Entry Operator
- Successfully Completed and Passed GCE A/L & O/L

## SKILLS

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- Data entry and data management
- Microsoft Excel and Word
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Organization and filing

## LANGUAGES

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- English (Fluent)
- Tamil (Native)

## PROFILE

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Detail-oriented and reliable Data Entry Operator with over 1 year of experience in accurately entering, updating, and managing large volumes of data. Skilled in using MS Office, spreadsheets, and data management systems. Strong typing speed, excellent attention to detail, and the ability to meet tight deadlines. Committed to maintaining data accuracy and confidentiality in all tasks

## WORK EXPERIENCE

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### ● King Sparrow Group Of Company (PVT) LTD

**DATA ENTRY OPERATOR** 14/08/2024-04/05/2025

- Accurately enter and update data into databases, spreadsheets, and company systems
  - Verify data for accuracy and completeness before entering into the system.
  - Maintain and organize files, documents, and records for easy retrieval.
  - Perform regular data quality checks to ensure consistency and correctness.
  - Handle confidential information with integrity and in compliance with data protection policies.
  - Assist in generating reports and summaries from data as requested by management.
  - Coordinate with other departments to obtain and verify required information.
  - Monitor data entry tasks to ensure timely completion and adherence to deadlines.
  - Maintain logs of activities and completed work for reference and auditing purposes.
  - Operate standard office equipment such as scanners, printers, and fax machines.
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