



## PROFILE

Seeking a challenging position that gives me an opportunity to prove my creativity and combine my skills and talents with my immense desire for knowledge and experience, and thereby to equip myself as good competitor by utilizing the resource to the full extent and become an asset to the organization.

## CONTACT

PHONE:  
+971 565580853

## PLACE

Dubai, UAE

## EMAIL

[anaslabeeb8@gmail.com](mailto:anaslabeeb8@gmail.com)

## PERSONAL DETAILS

**Visa Status:** Visit Visa

**Visa Validity:** 15-02-2022

**Passport No:** M1520192

**Marital Status:** Single

**Date of Birth:** 23-02-1996

**Languages Known:** English, Hindi & Malayalam

**Nationality:** Indian

**Reference:** Available on request

# ANAS LABEEB

## DATA ENTRY

## EDUCATION

### **Bachelors of Commerce in Calicut University**

2015 - 2018

Majlis arts & Science College / Valancher, INDIA.

### **Plus Two Commerce with Computer Application**

2013 - 2015

MES International School / Pattambi, INDIA.

## WORK EXPERIENCE

### **Green Liwa Supermarket – Data Entry**

2019 – 2021

- ✓ Insert customer and account data by inputting text based and numerical information from source documents within time limits.
- ✓ Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry.
- ✓ Review data for deficiencies or errors, correct any incompatibilities if possible and check output.
- ✓ Research and obtain further information for incomplete documents.
- ✓ Apply data program techniques and procedures.
- ✓ Generate reports, store completed work in designated locations and perform backup operations.
- ✓ Scan documents and print files, when needed.
- ✓ Keep information confidential.
- ✓ Respond to queries for information and access relevant files.
- ✓ Ensure proper use of office equipment and address any malfunctions.

## TECHNICAL SKILLS

- ✓ Introduction to PC.
- ✓ Microsoft (Word, Excel, PowerPoint).
- ✓ Computerized accounting.
- ✓ Accounting package Peachtree.
- ✓ Exact online.
- ✓ ALTRAPOS.

## DECLARATION

I hereby solemnly affirm that all the above information furnished is true to the best of my knowledge and belief.