

Curriculum Vitae

MADHU BALA

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Dubai, U.A.E



OBJECTIVE

A Suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where an encourage and permitted to be an active participant as well vital contribute on development of the company.

SKILLS:-

- Personable.
- Oriented.
- Organization.
- Empathetic.

PERSONAL INFORMATION

- ❖ Gender : FEMALE
- ❖ Date of Birth : 10-08-1997
- ❖ Marital Status : Married
- ❖ Nationality : Indian
- ❖ Passport No : W2307249
- ❖ Visa Status : Visit Visa

EDUCATIONAL QUALIFICATION

- ❖ Degree in BCA - Bachelor of Computer Applications
- ❖ Higher Seconadary

EXPERIENCE

- Worked as a **Data Entry With Guru Ramdas Pharmaceuticals** in India for **2 year**.
 - Create spreadsheets to track important customer information and orders.
 - Transfer data from hard copy to a digital database.
 - Update customer information in a database.
 - Verify outdated data and make any necessary changes to records.

LANGUAGES KNOWN

- Punjabi (Native)
- English
- Hindi

DECLARATION

Here I am kindly declared that the above mentioned details all are true in the best of my knowledge and believe.

MADHU BALA