

# Arvin Abc123

Data Entry Clerk - Dublin, Ireland

W: <http://www.worky.com/ap4u>

Fast learner, reliable, punctual, honest, helpful, and friendly  
Good interpersonal and numerical skills, works as well as a team and on own initiative  
Qualified data entry clerk with great potential to progress  
Popular, supportive and loyal employee  
Proficient in several operating systems platform such as Windows 98, Windows 2000, Windows XP Home, Windows XP Professional, Windows Vista, Windows 7  
Currently studying Software Development

## Professional Experience

---

2010 - Present **Spicy Bite Restaurant - Store Keeper/Helper (part time)**  
>Chopping of vegetables  
>Prepare salads, dressings and sauces as requested by the chef  
>Order, Receipt, and Storage of materials used in the kitchen  
>Cleaning of work area  
>Assist customers in the choice of food  
>Escort customers to their tables  
>Check with customers to ensure that they are enjoying their meals and take action to correct any problems

Key Skills Chef, Cleaning, Customer Service, Helper, store keeper

---

2007 - 2009 **ENL Commercial (Plastinax Austral Ltd) - Data Coordinator**

- Data entry for batch movements in/out respective sections
- Cross-check batch quantities received from previous workstations
- Move defective items to quarantine section
- Input data on spreadsheets and databases on a daily basis
- Participate in stock inventory take when required
- Respond effectively to mail sent by managers

Key Skills data, Data Entry

---

2006 - 2007 **Varnet Ltd - Computer Technician**

- Mount/Dismount computer parts
- Setup Windows and Office packages
- Detect and repair hardware problems
- Prepare quotations
- Customize configuration for tailor-made orders

Key Skills TECHNICIAN

---

## Education and Qualifications

---

2010 **currently studying - Diploma in Software Development**  
**Euro College**

---

2006 **Certificate - Comptia A+**  
**Rahul Academy**

---

2005 **Certificate - Higher School Certificate (A Level)**  
**University of Cambridge**

---

**Additional Information**

---

**Languages**

**French** - Intermediate

**Hindi-Urdu** - Intermediate

---

**Interests**

<>E-Learning

<>Reading

<>Web Surfing

<>Football

<>Poker

<>Movies

<>Music

---

**Awards**

UNIVERSITY of CAMBRIDGE

Higher School Certificate (A Level)

Subject.....Grade

MATHEMATICS..... D

COMPUTING.....D

GENERAL PAPER.....B

FRENCH.....B

---