**AMALDEV K U**

**6282379673**

[**appu.amaldevku@gmail.com**](mailto:appu.amaldevku@gmail.com)

**OBJECTIVE**

Seeking a position as a data entry specialist/ transcriptionist where I can maximize my accurate keyboard skills in a demanding work environment.

**EDUCATION**

Bachelor of technology in Electrical and Electronics from Cochin University

Higher secondary from L.M.H.S.S Alappuzha

Matriculation from B.C.E.M.S Alappuzha

**TECHNICAL SKILLS**

* MS Word
* MS Excel
* Typing skills - 35wpm
* Excellent spelling and grammar skills

**LANGUAGES KNOWN**

**MALAYALAM** NATIVE SPEAKER

**ENGLISH** Proficient

**HINDI** Fluent

**ADDRESS**

KULANGARA HOUSE, PATHIRAPPALLY P O , ALAPPUZHA, KERALA Pin 688521

**EXPERIENCE**

Worked in multiple data entry, transcription and translation projects.