DEVRAJ PARMAR

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SUMMARY

Detail-oriented Information Technology graduate student with exceptional attention to detail and proven experience in data entry, extraction, and management. Strong background in Microsoft Suite and various data entry software tools. Skilled in reviewing technical specifications, maintaining accurate records, and performing quality checks to ensure data integrity. Excellent written and verbal communication abilities with strong organizational and time-management skills. Seeking a Data Entry position to contribute precision and efficiency while managing auto parts specifications and dimensions.

EXPERIENCE

Data Entry Specialist   January 2024 - Present
Freelance Inc.   *Remote*

- Extracted data from complex PDF documents with exceptional accuracy and attention to detail
- Entered technical specifications into organized spreadsheets using Microsoft Excel and other data entry systems
- Performed consistent quality checks to verify the accuracy of entered data and eliminate discrepancies
- Communicated with team members to clarify uncertainties regarding technical specifications
- Managed and prioritized multiple data entry projects to consistently meet tight deadlines
- Maintained detailed records of all data entry activities with 99% accuracy across all entries

Technical Data Specialist   January 2024 - May 2024
GCMMF:Amul Ltd.   *Anand, India*

- Reviewed technical drawings and specifications to identify key measurements and component details
- Organized complex technical information into structured spreadsheets using Microsoft Excel
- Created standardized data entry procedures that improved accuracy and processing efficiency by 40%
- Communicated effectively with engineering teams to resolve uncertainties in technical specifications
- Developed quality control protocols to ensure data integrity across multiple departments
- Managed concurrent data entry projects while consistently meeting all deadlines

Research Assistant   May 2023 - April 2024
Charusat University   *Anand, India*

- Extracted technical specifications from research documents with precision and attention to detail
- Entered complex research data into organized spreadsheets using Microsoft Excel and Access
- Created detailed documentation of research methodologies and specifications for future reference
- Collaborated with faculty to clarify technical parameters and ensure accurate data representation
- Maintained meticulous records of research data with strict quality control measures
- Research published in the 4th International Conference on Artificial Intelligence and Smart Energy: "Human Object Interaction: A Survey on Models and Their Key Challenges and Potential Applications in Future Fields"

PROJECTS

Real Estate Analytics   April 2025 - Present
Analyzed Canadian real estate trends to uncover price drivers and regional differences. Conducted data cleaning, feature engineering, and EDA using Pandas and Matplotlib. Implemented regression models to predict housing prices and assess market dynamics. **Skills Applied:** Microsoft Excel, Data Extraction, Quality Control, Attention to Detail

Financial Analysis Dashboard   January 2025 - Present

Developed a financial dashboard to evaluate stock performance and investment opportunities. Aggregated data using SQL and visualized KPIs such as ROI, volatility, and moving averages. Enabled user-driven stock comparisons using dynamic Power BI dashboards. **Skills Applied:** Microsoft Suite, Data Entry Systems, Technical Specifications Management, Communication

SKILLS

Data Entry	PDF data extraction, Technical specifications entry, Accuracy verification
Microsoft Suite	Excel (Advanced), Access, Word, PowerPoint, Outlook
Data Management	Record keeping, Data organization, Quality control procedures
Technical Abilities	Reading technical drawings, Component specifications, Dimensional analysis
Communication	Written documentation, Verbal clarification, Team collaboration
Organization	Time management, Deadline prioritization, Workload planning
Attention to Detail	Data verification, Error identification, Precision measurement
Software Systems	Data entry tools, Spreadsheet applications, Document management systems

EDUCATION

Master of Science, Information Technology   August 2024 - Present

Concordia University of Edmonton, Canada

B.Tech, Computer Science and Engineering   September 2020 - April 2024

Charusat University, India