

Contact

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(LinkedIn)

Top Skills

Data Cleaning
Internet Resources
Google Sheets

Partho Sarker

Data Specialist
Khulna, Bangladesh

Summary

Hello, my name is Partho. I am a Hardworking and dedicated person.

I have 5 years of working experience as an Office Clerk / Data Entry and Web Research in different positions.

Happy to serve you ;-),

Experience

Gotomyprice.com

Data Entry

June 2022 - Present (5 months)

Los Angeles, CA

- 1) Entering product data through an online administration tool
- 2) Reviewing and editing data as necessary to assure quality control
- 3) Editing and preparing product images for release
- 4) Performing additional duties as required

Action Auto Recovery

Data Entry Office Workers

October 2019 - November 2019 (2 months)

Long Beach, CA

Foreign and Commonwealth Office

Digital Coordinator UK Mission to the United Nations

August 2019 - October 2019 (3 months)

New York, NY

Sciolex Corporation

Data Entry Clerk

January 2019 - April 2019 (4 months)

Los Angeles, CA 90012

High school diploma or equivalent

Must be able to obtain a Public Trust/Suitability Clearance under the Department of Homeland Security from the United States Citizenship and Immigration Services

Ability to type 30 WPM

Ability to read and understand proficiently in English

Ability to lift and carry up to 45 lbs. or more in a physical environment

Ability to perform tasks while bending, stooping, climbing, and reaching

City of Santa Monica

Library Assistant I

July 2018 - November 2018 (5 months)

Santa Monica, CA

Provide effective customer service

Respond to public inquiries, complaints, and requests for service in a tactful manner

Follow written and oral instructions

Communicate effectively, both orally and in writing

Operate a variety of office equipment

Establish and maintain effective and cooperative working relationships with City employees and the general public

Perform basic mathematical computations

Maintain confidentiality

Learn required software applications

Provide basic instruction in required software applications

Quest Diagnostics

Entry Level Data Processor

January 2018 - May 2018 (5 months)

West Hills, CA 91307

Education

Northern University of Business & Technology Khulna

Bachelor of Arts - BA, Economics · (January 2018 - November 2022)