

Vishesh Gour

Bijnor, Uttar Pradesh
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Education

IFTM University, Moradabad B.Sc (ZBC)	CGPA: 7.5 2022 – 2025
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Narendra Kumar Memorial Public Inter College, Bijnor Class XII	2022 62%
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Kamla Devi Sarvodaya Vidyalaya, Bijnor Class X	2020 64%
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Languages

English – Professional Proficiency

Hindi – Native Proficiency

Work Experience

Tata Trent Enterprises – Data Entry Operator Managed accurate data entry, maintained records, and ensured data integrity across internal systems. Processed billing transactions, verified invoices, and ensured accuracy in financial records and reports.	May 2024 – Present
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Samsung Electronics Co., Ltd. – Billing Operator Generated invoices, reconciled billing data, and maintained compliance with financial procedures.	Feb 2023 – Dec 2024
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Senses LifeStyle – Data Entry Operator Entered and maintained accurate data records while ensuring consistency and confidentiality of information.	Mar 2022 – Jan 2023
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Technical Skills

Data Entry & Operations: Data Entry, Data Validation, Data Accuracy, Record Management, Data Cleaning, Documentation

Office & Productivity Tools: MS Excel (Formulas, VLOOKUP, Sorting & Filtering), MS Word, MS PowerPoint, Google Sheets, Google Docs

Database & Systems: Basic SQL, Data Retrieval, Database Updates, SAP, WMS, ERP/CRM Systems (Basic Handling)

Billing & Documentation: Invoice Processing, Billing Records, Payment Tracking, Report Generation

Quality & Compliance: Data Verification, Error Identification, Confidential Data Handling, Process Compliance

Tools: MS Excel, Google Workspace, PDF Tools, Email Management, Basic System Troubleshooting

Professional Skills: Attention to Detail, Time Management, Accuracy, Multitasking, Team Coordination

Certifications

- CCC – New Century, Moradabad (2022) – Advanced Excel & Microsoft Office