

Vishesh Gour
Bijnor, Uttar Pradesh
vs2638757@gmail.com — +91-8859566252 — LinkedIn

Education

IFTM University, Moradabad CGPA: 7.5
2022 – 2025
B.Sc (ZBC)

Narendra Kumar Memorial Public Inter College, Bijnor 62%
Class XII 2022

Kamla Devi Sarvodaya Vidyalaya, Bijnor 64%
Class X 2020

Languages

English – Professional Proficiency
Hindi – Native Proficiency

Work Experience

Tata Trent Enterprises – Data Entry Operator May 2024 – Present
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.

Samsung Electronics Co., Ltd. – Billing Operator Feb 2023 – Dec 2024
Generated invoices, reconciled billing data, and maintained compliance with financial procedures.

Senses LifeStyle – Data Entry Operator Mar 2022 – Jan 2023
Entered and maintained accurate data records while ensuring consistency and confidentiality of information.

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