

## CONTACT ME AT

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developerrizwan

rizwan ashraf

Jidali, Isa Town, Bahrain

## Skills

**Data Entry Accuracy:**  
40-50 WPM

### Software Proficiency :

Microsoft excel

Google Sheets

Word

Time Management

Data Management

Communication

Attention to Detail

## Languages

English

Hindi

Arabic

Malayalam

# Rizwan Ashraf

## DATA ENTRY SPECIALIST

### Personal Profile

Enthusiastic and skilled Data entry professional with a strong commitment to accuracy and efficiency. Detail-oriented and reliable Data Entry Specialist with 1 year of experience in managing data accuracy, handling large volumes of information, and meeting tight deadlines. Proficient in Excel, Google Sheets, Word and data management software, with a proven ability to enhance workflow and maintain data integrity. Looking to contribute excellent organizational and time-management skills to support your company.

## Education

### Full Stack Developer

Gtech computer education | JULY 2023- MAY 2024

Implemented the mysql database to collect data of the users.

Developed a fully Register Form using Django. Implemented features like Create, Update and Delete.

### Bachelor of commerce

University of Calicut 2019-2023

FINANCE

HRM

BANKING

Accounts

## Experience

### Adnovs Shipping Logistics 2023-2024

- Collaborated with the logistics and operations teams to verify data consistency and resolve any input errors, improving data reliability for decision-making.
- Processed and updated high-volume data entries related to shipments, invoices, and logistics documentation meeting strict accuracy and timeliness standards.