

Makwana Dev N.

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[Linkedin Profile](#)

Professional Summary

Detail-oriented and efficient Typist with year of experience in data entry, document preparation, and administrative support. Proven ability to maintain high typing speed with accuracy, manage time efficiently, and handle confidential information responsibly. Adept in MS Office, Google Docs, and transcription tools.

Key Skills

Typing speed: 22+ WPM

Accuracy: 98–100% accuracy

Data Entry

Transcription (Audio/Video)

Document Formatting

MS Word, Excel, and Google Docs

File and Record Management

English typing

Proofreading and Editing



Education

Bachelor of Engineering In Electronics Engineering

GEC GANDHINAGAR

Certifications

Certificate in Typing (Government-recognized or private institute)

MS Office Specialist – Word & Excel

