



PARDEEP KUMAR SHUKLA

Efficient and Detail-Oriented Data Entry Operator with Exceptional Accuracy

GET IN CONTACT

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PERSONAL DETAILS

- Total Experience 2 Years 5 Months
- Current Location Chandigarh
- Date of Birth Feb 14, 2000
- Gender Male
- Marital Status Married

SKILLS

- Data Entry
- Microsoft Excel
- Report Preparation
- Data Auditing
- Data Collection
- Verifying Data Accuracy

TECHNICAL SKILLS

- HTML And CSS
- Data Analytics
- Hardware And Networking

LANGUAGES KNOWN

- HINDI
- ENGLISH
- PUNJABI

COURSES & CERTIFICATIONS

- Jetking Certified Hardware And Networking Engineer
- FRONT-END DEVELOPMENT-HTML

SOCIAL LINKS

- <https://king-gr-yt.github.io/Portfolio/>

PROFILE SUMMARY

Excelling in data entry tasks with a focus on speed and accuracy. Experienced in handling large volumes of data while maintaining attention to detail. Strong organizational, technical and analytical skills. Committed to delivering reliable results and contributing to the smooth functioning of your organization. Let's simplify your data management!

EDUCATION HISTORY

Class XII

Board	CBSE
Medium	English
Year of Passing	2017
Grade	50-54.9%

Class X

Board	CBSE
Medium	English
Year of Passing	2015
Grade	60-64.9%

WORK EXPERIENCE

Aug 2021 to Jul 2022

Data Entry Operator at Grip Rehabilitation Private Limited

- Gathered and documented statistical information to generate reports.
- Scanned and stored files and records electronically to reduce paper files and secure data.
- Verified confidential or private client information in adherence to state and federal laws.

Aug 2022 to Present

Data Entry Operator at LSR INFRACON PRIVATE LIMITED

- Resolved discrepancies between source documents and computer database records.
- Utilized various software programs including MS Office Suite and specialized applications.
- Identified data entry errors and corrected mistakes to achieve near-perfect accuracy in data sets.

- Analyzed and processed current data records to provide detailed reports.
 - Generated reports based on collected data for management review purposes.
 - Audited new data, identifying potential issues and corroborating reports.
 - Analyzed large amounts of information quickly and accurately under pressure.
 - Planned and completed group projects, working smoothly with others.
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OTHER INTERESTS

CODING
MUSIC
CRICKET

Declaration

I hereby declare that the above information is correct and true to the best of my knowledge and belief.

(PARDEEP KUMAR SHUKLA)