

Collected and entered raw data (invoices, financial statements, and employee information) into the company database. Upheld high levels of organization and keenness to guarantee the accuracy and completeness of each entry.

- Assured high data entry standards through routine updates on the records management systems, maintaining exceptional data quality scores.
- Collaborated with the senior data analysts in addressing discrepancies in data sets, achieving 100% accuracy in final tallies.
- Leveraged knowledge of all data handled in responding to queries from the top management team.