

Naran Hirani

Bolton | 07407051121 | nimeshhirani76@gmail.com

Personal Profile

A motivated and responsible individual with impeccable attention to detail and excellent interpersonal skills, seeking to leverage my data entry and administration experience in a Data Entry Administrator role. Punctual, reliable, and adaptable, I enjoy working both independently and as part of a team. I possess a clear and logical mind with a practical approach to problem-solving, eager to learn new skills and adapt to changing demands in a fast-paced environment.

Education

University of Huddersfield (Yorkshire, UK)

MSc Data Analytics

2023 - ongoing

Gujarat University (Gujarat, India)

BSc

2018 - 2021

Key Skills

- **Communication:** Speak clearly and listen carefully, essential for accurate data entry and collaboration.
- **Teamwork:** Thrive when working as part of a team.
- **Adaptability:** Quickly adjust to change and new environments.
- **Customer Service:** Passion for helping others and creating a positive environment.
- **IT Skills:** Proficient in Microsoft Office (Word, PowerPoint, Excel, Outlook, MS Teams), PowerBI, SAS, MySQL, Computer Vision.
- **Languages:** English, Gujarati (Native), Hindi
- **Interests:** Sports, Cooking, Online Gaming, TED Talks, Cultural activities

Work Experience

Office Administrator/Manager (Gujarat, India)

September 2021 - August 2023

- Managed administrative tasks, including data entry, scheduling appointments, and maintaining accurate records.
- Supported the manager in various tasks, demonstrating strong organisational and communication skills.
- Gained valuable experience in a fast-paced environment, prioritising tasks, and adapting to changing demands.

Transferable skills: Leadership, listening, effective communication, patience, accurate, efficient, time management, quick learner, computer literacy.

Farming (Gujarat, India)

2016 – 2018

- Worked independently and with team members managing various farming tasks.
- Involved in negotiations with buyers, demonstrating strong negotiation and budgeting skills.

Transferable skills: Teamwork, listening, communication, patience, time management, problem-solving, negotiation, and budgeting.

Voluntary Experience

Cleanliness Campaign

- Raised awareness for sorting out garbage for reuse, recycling, and decomposing.
- Organised and coordinated volunteers during the campaign.
- Involved in planning meetings and creating posters and leaflets.