

TRI IRAWAN

Experienced Data Entry Clerk

@ triirawan.ipwija@email.com

📍 jakarta timur

SUMMARY

Entry-level Data Entry Clerk with experience in small independent projects, such as assisting with basic data analysis using Excel and data entry tasks supported by AI tools. Currently honing skills in data management, basic data processing, and using data entry tools to ensure accuracy in data handling. Eager to deepen expertise in data analysis and related software.

EXPERIENCE

Independent Data Entry Projects

Freelancer

📅 04/2016 - 08/2018 📍 Jakarta, Indonesia

Dates: Ongoing, various small projects

- Assisted with basic data analysis and data entry tasks, using Excel to organize and process information.
- Supported project accuracy and efficiency by using AI tools for data entry and verification tasks.
- Managed small datasets to practice accurate data organization and reporting, developing foundational skills in data entry and analysis.

Independent Data Analysis Projects

Freelancer

📅 04/2018 - 08/2020 📍 Jakarta, Indonesia

Dates: Ongoing, various small projects

- Conducted small-scale data analysis projects, focusing on data cleaning and organizing using Excel for clear and accurate reporting.
- Practiced identifying patterns and insights from sample datasets, supporting decision-making processes.
- Used AI tools to automate simple data processing tasks, gaining experience with tools commonly used in data analysis.
- Created basic visualizations to summarize data findings and enhance data presentation skills.

EDUCATION

Bachelor of Science in Mathematics

Ipwija University

📅 06/2022 - 07/2027 📍 Bogor, Indonesia

LANGUAGES

Indonesia

Native



English

Intermediate



STRENGTHS



Efficiency

Increased productivity by 20% by implementing a new data entry procedure.



Accuracy

Received the accuracy award for achieving 99.5% accuracy in data entry.



Problem-Solving

Created a new system for data management resulting in a 30% decrease in processing time.



Communication

Effectively communicated with clients to ensure data accuracy and met their specific needs.

SKILLS

Data entry software

Microsoft Excel

Data scraping

Database management

Copy typing

Market research