

SADANKSH GANGRADE

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PROFESSIONAL SUMMARY

Detail-oriented and efficient professional with foundational knowledge in data management seeking a Data Entry Internship position. Offering strong attention to detail, excellent typing speed (60 WPM), and proficiency in organizing information systematically. Eager to leverage analytical skills and technical capabilities to contribute to organizational efficiency while developing expertise in data processing and management systems.

EDUCATION

Bachelor of Commerce

Delhi University, New Delhi

Expected Graduation: June 2025

- GPA: 3.7/4.0
- Relevant Coursework: Business Statistics, Database Management, Information Systems, Business Communication

SKILLS

Technical Proficiencies:

- Data Entry (60 WPM typing speed)
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Google Workspace
- Basic database management
- Accuracy verification techniques

Professional Attributes:

- Exceptional attention to detail
- Efficient time management
- Creative problem-solving
- Collaborative team player
- Strong written and verbal communication

LANGUAGES

- English (Fluent)
- Hindi (Native)