


# SAHEVAG MENIYA

DATA ENTRY OPERATOR

Sdmeniya@gmail.com 

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sanand, India 

## Languages

Gujrati Hindi  
English

## Skills

XLOOKUP

VLOOKUP/HLOOKUP

PIVOT TABLES

DATA VISUALIZATION WITH PIVOT CHARTS

EXCEL FORMULAS (EX.IF,SUMIF,SUM-IFS,COUNTIF,COUNTIFS,IFERROR)

DATA VALIDATION

CONDITIONAL FORMATTING

FLASH FILL

USING SLICERS ON DASHBOARD

DATA TABLES & FILTERING

## Work Experience

### QC chemist

01/2023 - 03/2024 | Sanand

Curis lifesciences pvt ltd

### Data entry operator

05/2024 - 07/2025 | Sanand

Konkem industries pvt ltd

Data entry in software(Finance & operations) of raw material consumption & output data accurately. Prepare daily receiving & shipments report in excel. Create weekly charts & graphs using pivot tables with production & manpower data. Create monthly & annual reports of production.

## Education

### Bachelor of Science

06/2022

Saradar Patel University

CGPA : 6.59

### HSC

03/2019

Shree Swaminarayan High School

Percentage : 56%

### SSC

03/2017

Shree Swaminarayan High School

Percentage : 68%

## Softwares

Finance & operations

Pharmasuite