



# SAHIL

## DATA ENTRY EXECUTIVE



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Tilak Nagar, New  
Delhi - 110018

### EDUCATION

**12th**

CBSE

2015

**Bachelor of Commerce**

University of Delhi

2015-2018

### TECHNICAL SKILLS

- Basic Computer
- Microsoft Office
- Tally ERP 9
- Tally Prime
- Power BI
- Postgres SQL
- HTML, CSS & JavaScript (Learning)

My Portfolio Website

Scan QR to Visit



### PROFESSIONAL OVERVIEW

Experienced Data Entry Executive with a proven track record at Shiv Dental Lab, adept at leveraging data entry and document management skills. Demonstrated proficiency in Microsoft – Excel. I possess skills like – Tally, Power BI, Postgres SQL and typing speed of 30+ WPM with great accuracy.



### WORK EXPERIENCE



**Data Entry & Billing Executive**

**Shiv Dental Lab | 2021 - 2024**

Key responsibilities :

- Maintain Attendance Records of staff.
- Daily record entries of orders received from doctors.
- Manage and pay daily Travel Allowance to Field Staff.
- Printing and sending the bills to doctors at the end of the month.



**Bookstore Assistant**

**Kumar Book Depot | 2019 – 2020**

Key responsibilities :

- Customer Assistance: Welcoming customers, answering inquiries about genres, authors, and availability.
- Inventory Management: Organizing and arranging books on shelves systematically, restocking items, and maintaining a neat display.
- Store Maintenance: Keeping the bookstore clean and tidy, ensuring books are placed correctly, and maintaining a visually appealing space.