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PRAYAGRAJ, UP, INDIA

AREAS OF EXPERTISE

FILE
MAINTAINENCE

RECORDS
MANAGEMENT

SPREADSHEET
DESIGN AND
MAINTENANCE

ORGANIZATION
SKILLS

SKILLS

- MS Excel
- MS Word
- Office 365
- Busy Accounting Software
- High Accuracy Typing (60 wpm)

LANGUAGES

ENGLISH & HINDI

AKSHAT GUPTA

DATA ENTRY SPECIALIST

A rigorous task-driven with substantial experience in data entry, office management, and reception duties. Adept at leveraging superior communicative and interpersonal skills to interact with diverse individuals and groups at all organizational levels. Posses incomparable ability to perform accurate and efficient entry of data into administrative software.

WORK EXPERIENCE

DATA ENTRY SPECIALIST/OFFICE ASSISTANT/ RECEPTION

SS ENTERPRISES, PRAYAGRAJ

10/2023 – 03/2024 (Full time)

- Maintaining all Sales and Purchase records.
- Bank reconciliation.
- Maintaining PF and ESIC sheet of Employees.
- Record keeping of salaries.

CS AP MISHRA AND ASSOCIATES, PRAYAGRAJ

11/2023 – 03/2024 (Part time)

- Head of EPF and ESIC department.
- Occasionally, Filling GST returns.
- Sales and Purchase Entry on Tally and Busy Accounting Software.

SIKARWAR SCAN CENTRE, PRAYAGRAJ

03/2024 – PRESENT (Full time)

- Preparing Reports of patients.
- Reception manager.
- Record keeping of all the Expenses of the Scanning Centre

EDUCATION

B.Sc in Statistics and Mathematics (Pursuing 2nd year)

EWING CHRISTIAN COLLEGE, PRAYAGRAJ

INTERMEDIATE (2021)

VISHNU BHAGWAN PUBLIC SCHOOL, PRAYAGRAJ

HIGH SCHOOL (2019)

VISHNU BHAGWAN PUBLIC SCHOOL, PRAYAGRAJ

STRENGTHS

- DETAIL ORIENTED
- EFFECTIVE COMMUNICATOR
- QUICK LEARNER

HOBBIES

- CHESS & CRICKET
- MOVIES & WEB SHOWS