

# AKSHAT GUPTA

## DATA ENTRY EXECUTIVE

7355736684

guptaakshat1709@gmail.com

PRAYAGRAJ, UP

### Objective

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. Possess incomparable ability to perform accurate and efficient entry of data into administrative software.

### Education

Ewing Christian College

Pursuing 3<sup>rd</sup> Year B.Sc

Vishnu Bhagwan Public School

Intermediate & High School

### Key Skills

- File Management
- Recor Management
- Spreadsheet Design & Maintenance

### Experience

Office Assistant: Managing records of sales and purchase, Bank reconciliation, Record keeping

Marketing Associate: Web Search and Data collection for Lead Generation



March 2024 - Present

Marketing Associate  
Jai Digital Services LLP



Jan 2023 - March 2023

Data Entry Operator  
AP Mishra & Associates



Nov 2023 - March 2024

Office assistant  
SS Enterprises

### Strengths

- DETAIL ORIENTED
- EFFECTIVE COMMUNICATOR
- QUICK LEARNER

### Languages

- Hindi
- English

### Hobbies

- Chess & Cricket
- Movies & Web Shows