

SARNAB BHATTACHARJEE

DATA ENTRY EXPERT | UX/UI DESIGNER

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Detail-oriented and efficient Data Entry Expert with 1.5 years of hands on project experience and a unique background in User Experience/Interface(UX/UI) design. Dedicated to providing exceptionally accurate data management services from data entry and cleansing to web research to help clients improve operational efficiency, ensure data integrity, and make better informed business decisions.

CORE COMPETENCIES & SERVICES

- Foundational UX Principles
 - User Research & Strategy
 - Information Architecture & Wireframing
 - UI Design & Prototyping
 - Usability Testing & Iteration
 - Design Tools
- Data Entry (Online & Offline)
 - Data Cleansing & Validation
 - Data Mining & Web Scraping
 - Targeted Web Research
 - CRM Data Management
 - PDF to Excel/Word Conversion
 - Copy & Paste Tasks

PROJECT HIGHLIGHTS

Targeted Lead Generation (Legal Sector)

- Executed detailed web research to compile a list of 30 qualified attorney leads, cross-referencing public directories with official websites to ensure data integrity.
- Delivered a 100% accurate, campaign-ready dataset, eliminating the client's need for internal verification and enabling immediate outreach.

E-commerce Product Catalog Optimization

- Managed the end-to-end listing of product data (SKUs, descriptions, pricing) across multiple platforms, including Shopify and Amazon.
- Standardized all information to create a clean, professional, and consistent product catalog, resulting in an improved customer experience and more streamlined inventory management.

Market Research & Data Compilation (UK Education Sector)

- Sourced and consolidated complex data on the UK's top 15 IT institutions from disparate official sources, reports, and directories.
- Produced a meticulously organized Excel dataset that directly supported the client's strategic market analysis and decision-making.

Contact List Cleaning & Email Validation

- Performed a thorough cleaning and validation process on a critical email list for an event management client to minimize bounce rates.
- Improved the client's campaign effectiveness by providing a fully verified dataset, saving them valuable time and resources on their outreach efforts.

EDUCATION

Data Entry Expert (Beginner to Advance)	2025
Forward Learning IT Academy	
Google UX Design Professional Certificate	2024
Google	
Higher Secondary Certificate (HSC), Science	2025
Kazem Ali School And College	

ADDITIONAL INFORMATION

- Languages:** English, Bangla.
- Certifications:** Google UX Design Professional Certificate, Data Entry Expert (Beginner to Advance).
- Awards/Activities:** Google UX Design Professional Certificate(2024), Data Entry Expert (Beginner to Advance) certification(2025).