

# Monika Demrot



## CONTACT

8595847696  
monika.demrot1997@gmail.com  
H No 2-3 Pocket E 18, Sec-3,  
Rohini, Delhi, India

## SKILLS

- MS Office PowerPoint
- MS Office Word
- Basic AI prompts
- Basic Knowledge of AI

## STRENGTHS

- Analytical ability
- Problem solving skills
- Hardworking
- Enthusiastic
- Ability to work in any environment
- Fast learner

## LANGUAGES

English  
Hindi

## OBJECTIVE

Seeking an opportunity as an data entry operator/ MIS to utilize my technical skills and contribute to the growth of the organization.

## EXPERIENCE

### Computer Operator

R.K.J ELECTRIC | New Delhi, India | Jan 2024- Present

- Data Entry: Accurately entering data into Excel spreadsheets from various sources such as paper documents, digital files, or databases.
- Data Manipulation: Organizing, sorting, and filtering data to ensure it is structured and formatted correctly for analysis or reporting purposes. Identifying and correcting errors or inconsistencies in data to maintain data integrity.
- Created and maintained spreadsheets for various purposes such as data entry, tracking, and analysis.
- Developed and implemented office work ethic and workflow processes to enhance efficiency and productivity within the company. Developed a workflow that reduced processing time by 30%, resulting in more timely insights for decision-makers.
- Maintained Company's confidential data.
- Researched and identified tender opportunities, prepared and submitted tender documents, and maintained confidential tender-related data. Demonstrated proficiency in handling sensitive information while ensuring compliance with confidentiality protocols. Organized and maintained tender documentation, ensuring compliance with regulations.
- Identified and resolved data inconsistencies, leading to a 20% improvement in data accuracy and reliability.
- Managed and organized paperwork and documentation within the organization to ensure accuracy, and compliance with company standards and regulations.
- Proficient in preparing accurate and detailed quotations and estimations for projects,
- Managed ESI and EPF challans for employees on a monthly basis, ensuring compliance with regulatory requirements. Demonstrated expertise in payroll management and adherence to statutory obligations.

## EDUCATION

### CTET Qualified

Paper-1

2019

### Diploma in D.eD

Saraswati Vidya Mandir College

2016-2018

### Class 12th (CBSE)

St. Giri Sr. Sec. School

2015

### Class 10th (CBSE)

St. Giri Sr. Sec. School

2013

## COURSE

### Advanced Excel

- Data Visualisation
- Advanced Formula and Functions
- Data Validation and Conditional Formatting
- Macros (Basics)

## CERTIFICATES

- Advanced Excel
- Microsoft Office Specialist- Excel Expert 2019

## INTERESTS

Painting, Sketching, Drawing