

# PRASHANTH B

## DATA ENTRY AND PROJECT COORDINATION EXPERT

Detail-oriented professional with extensive experience in data entry, project migration coordination, and client support. Skilled in facilitating seamless project transitions from development to production while effectively managing constraints and risks. Committed to delivering high-quality responses to client queries, ensuring client satisfaction and project success.

✉ prashanthb121190@gmail.com

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📍 Bengaluru, India

### SKILLS

- Data Entry
- Client Support And communication
- Time Management
- Risk and Dependency management
- Operational Process Improvement
- Team Collabaration
- Microsoft Word and Excel
- Basic knowledge in Computer education with Senior Course in Typing

### EXPERIENCE

#### Specialist in Title Searching | Fidelity National Financial INDIA *May 2019 - Jan 2023*

- Managed operational tasks ensuring timely and accurate processing.
- Collaborated with various departments to streamline operations.
- Provided high-quality responses to client inquiries and issues.

#### Title Searcher | SLK Global Solutions *Jan 2016 - Mar 2019*

- Coordinated activities for project migration from development to production.
- Facilitated the transition of projects from onshore to offshore units.
- Monitored and reviewed migration progress with department leads.
- Managed constraints, risks, and dependencies, providing action plans to mitigate issues.
- Delivered timely and high-quality responses to all client queries.
- Managed operational tasks ensuring timely and accurate processing.
- Collaborated with various departments to streamline operations.

#### Data Entry Operator | Employees' Provident Fund Organisation (EPFO) *Feb 2009 - Mar 2015*

- Performed data entry and manual tasks within the accounts section and other departments.
- Ensured accuracy and efficiency in data processing.

### EDUCATION

SSLC | Maxwell Public School *Apr 2006*

PUC | Government PU College *May 2009*

Bachelor of Commerce (B.Com) | Sheshadripuram Evening Degree College (Bangalore University)

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### LANGUAGES

English  
Kannada

Hindi  
Telugu

Tamil

### PERSONAL INFO

- **Date of Birth** - 12th Nov 1990
- **Father's Name** - Bettaswamy
- **Sex** - Male
- **Marital Status** - Single
- **Nationality** - Indian
- **Permanent Address** - #120, 2nd Main Road, Akshara County, Arasinakunte, Nelamangala Taluk, Bangalore Rural – 562123