



Arshiya Shekh

Data Entry Operator

Data Entry Operator with 1+ years of experience. Possesses excellent numerical accuracy and communication skills, as well as the ability to work independently and adhere to headlines.

Contact

Phone

8173053677

Email

arshiyashekh28@gmail.com

Address

Padrauna Kushinagar Uttar
Pardesh (274304)

Education

2018-2022

Bsc Maths

A.P Mahavidyalaya

2022-2024

B.ed

Bageshwari girls college guruwaliya

Expertise

- Data Entry
- Typing Skills
- Organization
- Attention to Details

Language

English

Hindi

Hobbies

Reading, Drawing, Writing

Experience

2023- 2024 - Present

JDS International School

Data Entry Operator

Developed and maintained Customer database using various data entry software application. Performed data entry and administrative duties in support

2023

JDS International School

Data Entry Operator

assessed 1+ years of experiences in data entry and administrative duties.

Demonstrated proficiency in microsoft office Suite especially Excel spreadsheets.

Utilized data entry skill to accurately enter and maintain large volume of customer information into database

Reference

Arshiya Shekh

data entry operator, web
Cloudinfotech

Phone: 8173053677

Email : arshiyashekh28@gmail.com

Arshiya Shekh

data entry operator, JDS
International School

Phone: 8173053677

Email : arshiyashekh28@gmail.com