DHANUSHEELAN

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Career Objective

Results-driven Data Entry Professional with experience at Dhanusheelan, proficient in Microsoft Excel and Google Sheets for data management. Recognized for improving process efficiency and attention to detail. Skilled in team collaboration to aid senior decision-making, with strong organizational and multitasking abilities.

Key Skills

- Microsoft Excel and Word
- Google Sheets
- Data Cleaning and Formatting
- Online Research
- Basic Computer Knowledge

- Attention to Detail
- Quick Learner
- File Organization
- Multitasking

Experience

Dhanusheelan (Self-Project), Mysuru, India
03/2024 – 05/2024

Data Entry Work

- Entered and organized data accurately using Excel and Google Sheets.
- Practiced data cleaning, formatting, and verification techniques.
- Conducted web research to collect and validate information.
- Focused on improving typing speed, detail, and accuracy.

Education

Bachelor of Computer Applications (BCA), Computer Applications Development
University of Mysore, Karnataka
Completed: June 2025

Profiles

in linkedin.com/in/dhanusheelan

Projects

- Entered and validated over 5,000 records using Excel and Google Sheets.
- Improved data accuracy by 15% through consistent quality checks and formatting.

Additional Details – Languages

- English
- Kannada
- Telugu
- Tamil