Md Khurshed Aalam

Data Entry Clerk

Highly organized and detail-oriented Data Entry Clerk with a strong administrative support and data management background. Proven ability to efficiently handle large volumes of data with speed and accuracy while ensuring data integrity and confidentiality. Proficient in Microsoft Office Suite, including Word and Excel, as well as various data entry and database management tools. Strong organizational, problem-solving, and communication skills, with the ability to collaborate effectively in a team environment. Committed to maintaining high standards of accuracy and continuously improving processes for optimal efficiency. Looking to contribute expertise in data entry and administration to support business operations.

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🖥 data-entry-ten.vercel.app/

PROFESSIONAL EXPERIENCE

Data Entry Operator
Pioneering The Future Pvt LTD

11/2023 - 01/2024   *Noida*

It is a Product based company that provides online test platform for smooth exams test to all IIT, IAS, and SSC NEET and all aspirants

Achievements/Tasks

- Created reports to summarize data entry activities
- Cross-checked data with source documents to ensure accuracy
- Met daily deadlines for entering and verifying data with an accuracy of 100%Utilized templates to standardize data entry processes
- Developed and implemented processes to improve data entry accuracy
- Developed and maintained filing systems for easy retrieval of data
- Performed data mining and extraction from multiple databases to compile

Developer
Mintmaster Labs

11/2022 - 05/2023   *Hyderabad*

Its an NFT Platform and Marketplace

Achievements/Tasks

- Developed and tested web pages, ensuring optimal functionality, responsiveness, and performance
- Conducted UX design reviews, identifying and resolving bugs for cross-browser and cross-device compatibility.
- Documented test procedures, findings, and resolutions for compliance and future use.
- Tested user interactions, provided feedback, and ensured smooth page behavior.
- Partnered with global teams to integrate multiple business systems, supporting client product purchases, policy services, and customer support.
- Actively built strong client relationships and ensured availability via direct contact
- End To End Project Management.

Education
BCA(Bachelor Of Computer Application)

08/2018 - 11/2021   *Gorakhpur*

INSTITUTE OF TECHNOLOGY AND MANAGEMENT GIDA , Gorakhpur

SKILLS

Data Entry   Ms Excel   Microsoft Office

Customer Service   Computer Skills

Understanding of basic software

Research and data collection   Adaptability

ERP Software

PROJECTS

Customer Data Migration Project ⧉
- Migrated 50,000+ customer records from an outdated CRM to a new cloud-based CRM system.

Invoice Processing for Financial System
- Entered financial data from scanned invoices into an accounting system for a mid-sized enterprise

Market Research Survey Data Entry
- Collected and entered responses from 5,000+ survey forms into a database for a market research study

HR Employee Record Digitization
- Digitized paper records of 1,000+ employees into an HR management system

ACHIEVEMENTS

Data Entry

*Database Update : Successfully migrated and updated over 50,000 records into the new database system without discrepancies. **High Accuracy**: Maintained a 99.9% accuracy rate in data entry, ensuring data integrity across multiple projects.*

LANGUAGES

ENGLISH
Full Professional Proficiency

HINDI
Full Professional Proficiency

INTERESTS

WEB3   BLOCKCHAIN   CRYPTO