

Mustansir Sunelwala

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SUMMARY

Data entry Admin

EXPERIENCE

Data entry Admin

Haji tools and hardware

June 2023 – Present, Chennai, Tamilnadu

- Entered high-volume transactional data with accuracy, ensuring seamless documentation of B2B sales activities for stainless steel industrial products.
 - Streamlined electronic recordkeeping processes for B2B transactions, enabling swift retrieval and tracking of stainless steel inventory and order histories.
 - Automated repetitive data validation and reporting tasks using Python, reducing manual entry time by 30% over 12 months and supporting accurate B2B inventory reconciliations across 2,000+ transactions monthly.
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EDUCATION

Bachelor of science in artificial intelligence

Minor in Mathematics • The New College Chennai • 2026 • 3.82

AWARDS & HONORS

sports scholarship

The New College • first year in college

best performer in academics

The New College • second year

Runner up in NLP series Code-A-Thon

2025

SKILLS

Natural Language Processing, Machine Learning, Deep Learning, Automation, AI

Attention To Detail, Methodical, Empathetic Listening, Analytical Listening
