

# NIKHIL GOND

DATA ENTRY EXECUTIVE | MIS ASSOCIATE

## CONTACT

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## SKILLS

- Fast and accurate typing
- Data entry and record management
- Report preparation (daily/weekly/monthly)
- Advanced Excel (formulas, pivot tables, formatting)
- Excel macros for automating repeated tasks
- Google Sheets and Google Docs
- Microsoft Excel
- Email handling (Gmail)
- Data cleaning and error checking
- Inventory and order tracking
- Documentation and file management



## PROFILE

I have experience in data entry and reporting, where my main focus has always been accuracy, speed, and keeping records well-organized. I've worked on preparing daily reports, updating order and inventory details, and handling documents in Excel and Google Sheets. I'm currently in the 3rd year of my BCA at IGNOU, which is helping me strengthen my computer skills. I'm looking for data entry roles where I can contribute with my attention to detail and reliable work.



## WORK EXPERIENCE

**Electrotherm India Ltd. | Palodiya, Gujarat** SEP 2024 - JULY 2025  
SAP Operator

- Assist in tracking production progress, confirm assembly completion, and handle GRN along with finished goods transfers to ensure accurate stock updates
- Maintain inventory records, track material movements, and ensure proper consumption entries
- Process SAP data, form at reports, and provide necessary updates to the production teams.
- Created Excel macros to automate repetitive tasks and speed up reporting.

**Lenskart Solution Pvt Ltd | Bhiwadi, Rajasthan** AUG 2023 - May 2024  
MIS Assoicate

- Coordinate with logistics teams and different courier services to dispatch orders on priority basis.
- Send daily email reports with order data to logistics and supervisory teams to keep them updated on the order status
- Send NSZ orders through different courier services to ensure comprehensive delivery coverage.
- Monitor order status and resolve any discrepancies or delay in delivery

**Napino Auto & Electronics Ltd | Bhiwadi, Rajasthan** JAN 2023 - JULY 2023

Data Entry Operator

- Maintain and update records of material receipts, withdrawals, inventory levels, and process reservation postings, Goods Receipt Notes (GRN) , and verify the accuracy of imported materials to ensure proper resource allocation
- Conduct regular audits of inventory data to maintain data integrity and resolve discrepancies, minimizing errors in material tracking. Coordinate with suppliers and logistics partners to schedule deliveries and pickups.

## LANGUAGES

- English
- Hindi

## HOBBIES & INTERESTS

- Sketching and drawing to express creativity
- Practicing typing to improve speed and accuracy
- Exploring Excel shortcuts and new features
- Solving puzzles and Sudoku for focus and problem-solving
- Learning computer skills through online platforms



## EDUCATION

Bachelor of Computer Applications (BCA) – IGNOU

2023 – Present

Senior Secondary (12th), National Institute of Open Schooling

2022

- Scored 85/100 in Data Entry Operations
- Subjects: Data Entry, English, Physics, Chemistry, Mathematics.

Secondary School Certificate (10th), Maharashtra State Board

2020 | Percentage: 87.80%

- Strong foundation in Mathematics (93/100) and English (91/100).



## ACHIEVEMENTS & HIGHLIGHTS

- Reduced reporting time by automating repeated Excel tasks with macros, saving hours of manual work.
- Maintained high accuracy in data entry with minimal errors.
- Handled large volumes of daily data.
- Trained team members in using Excel shortcuts and templates for faster reporting.