Pawan Kumar Pathak

Aspiring Data Entry Specialist | Detail-Oriented and Accurate | Proficient in MS Office and Data Management Tools
Location: Aurangabad, Bihar
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Professional Summary

Detail-oriented and efficient data entry specialist with proven expertise in maintaining data accuracy and confidentiality. Proficient in data entry software and tools, including MS Office Suite (Word, Excel, PowerPoint), with strong organisational and multitasking skills. Seeking opportunities to contribute to efficient and error-free data management.

Education

B.C.A.
S.N. Sinha College, Aurangabad, Magadh University
2023 | **68%**

Intermediate (+2)
Swami Bhaskaranand High School, Aurangabad, BSEB
2020 |

Matriculation
Swami Bhaskaranand High School, Aurangabad, BSEB
2018 |

Technical Skills

- **Data Entry Tools:** MS Word, MS Excel, PowerPoint
- **Programming Knowledge:** C Programming, HTML, CSS, JavaScript
- **Database Management:** MongoDB, basic database handling
- **Soft Skills:** Time management, accuracy, organizational skills

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Certifications

- **Advanced Diploma in Computer Applications (ADCA)** – Sandesh Computer
- **MS Office and Productivity Tools Certification** – Self-study
- **Front-End Developer Course** – KG Coding on YouTube
- **Full Stack MERN Certification** – Naresh IT

Projects

1. **Data Organization for Inventory Management**
   - Collected, organized, and managed product data for an e-commerce platform.
   - Maintained high levels of accuracy while ensuring data confidentiality.
2. **To-Do List Application**
   - A basic project designed to manage tasks, showcasing data organization and prioritization skills.

Key Strengths

- Exceptional attention to detail and accuracy
- Strong typing speed with minimal errors
- Ability to meet tight deadlines with efficiency
- Proficiency in managing large datasets