

Mamta Bhanu

House No 29, Pole No 25 D,
Near Balmiki Mohalla
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About Me

Data Entry Executive

Data entry operator responsibilities include collecting and entering data in databases and maintaining accurate records of valuable company information. Essential data entry skills, like fast typing with an eye for detail and familiarity with spreadsheets and online forms.

Highly capable and meticulous Data Entry Operator with an excellent record of accuracy and client satisfaction. Superb independent worker who also functions well as a data management team member. Strong ability to handle multiple alphanumeric data entry projects with the highest degree of timeliness and efficiency.

Education

Bachelor of Arts

School Of open Learning
Delhi University
Delhi, Delhi

Pursuing

High School

Govt. Sr. Sec. School
CBSE
Delhi, Delhi

Completed, April 2016

Intermediate

Govt. Sr. Sec. School
CBSE
Delhi, Delhi

Completed, April 2014

Work Experience

October 2017 - November 2018

Data Entry Executive

Autokartz Internet Private Limited
Delhi, Delhi

Skills

Fast and accurate typing ability for extensive data entry projects
Understanding of general office skills, such as filing, records management.
Able to work independently and efficiently
Capable of following directions and completing tasks effectively
Able to effectively manage projects and meet deadlines

Computer Proficiency

Software

- MS-Office
- Photoshop

Languages

- Hindi ●●●●
- English ●●●●

Personal Interests

- * Playing Indoor Games
- * Reading Books
- * Listening Music

Personal Details

Father's Name: Mr. Bijender
Birthday: February 25, 1998
Gender: Female

Marital Status: Single
Nationality: India

Declaration



Mundka , Delhi

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