

**SHUBHAM VERMA**

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**Objective:**

To start a management career by joining a well-established and highly professional organization and to make a positive impact in my field of activity leading to organization growth by creative application of my value based convictions and professional divinity by putting my all efforts in the work assigned to me in an organization where I can grow along with the organization.

**Professional Experience**

- 1- Worked with Getit Grocery Pvt. Ltd as Executive–Data Management since Jul-2015 – May 2016.

**Role & Responsibility:**

- Cleaning of Raw Data using Excel functions and formulas
- Calculating Dealer Price and Selling Price using floor and round function
- Checking of inserted and updated data using V-lookup and Index- match
- Compiling the typed data and uploading in database
- Prepare, compile and sort documents for data entry
- Check source data for accuracy
- Verify data and correct data where necessary
- Obtain further information for incomplete documents
- Update data and put remarks on unnecessary data
- Combine and rearrange data from source documents where required
- Enter data from source into prescribed database
- Check completed work for accuracy
- Store completed files in designated locations
- Maintain logbooks or records of activities and tasks
- Respond to requests for information and access relevant files
- Print information when required
- Comply with data integrity and security policies

**Area of Expertise:**

- MS Excel or Advanced Excel
- Proficient in relevant computer applications such as MS Office
- Accurate keyboard skills and proven ability to enter data at the required speed

**Key Competencies**

- Decision making skills
- Communication skills
- Confidentiality
- Ability to work under pressure

**Educational Qualifications:**

- B.Sc from SHIVAJI college, Delhi University
- Intermediate in science from PRAGATI PUBLIC SCHOOL ,Sec-13, NEW DELHI
- High school from PRAGATI PUBLIC SCHOOL ,Sec-13, NEW DELHI

**Achievements**

- Participated in National Cyber Olympiad & given certificate of participation
- Awarded with certificate of participation in 1<sup>st</sup> WDC Confrence.

**Personal Details:**

- Date of Birth: 09-12-1994
- Father's Name: BABULAL VERMA  
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