VIDHYA VASANT SUGADARE

Cell# +91-9594358989,   *vidhyasugadare@gmail.com*

Career Objective:

- Proactive professional experience in entering information into various software programs, maintaining records and verifying information for accuracy seeking a Data Entry position. In order to use background in checking data for errors and reporting any errors to supervisors.

Profile Summary

- Strong administration and data entry skills
- Remarkable organizational, computer, and time management skills
- Ability to work with numerical and alphabetical data
- Responsibility to finish work within TAT
- Understanding of general office skills, such as filing, records management, and accounting
- Honest, professional, and hard-working person

- Excellent typing speed, accuracy, and data interpretation skills
- In-depth knowledge of entering data fields into computers in Windows
- Ability to process high volume of data on-line accurately
- Honest, professional, and hard-working person
- High skills in working independently and accurately
- Good communication, interpersonal, and coordination skills
- Strong experience with Internet usage Excel and Microsoft office

Personality traits

- Passion for initiating and facilitating continuous improvement.
- 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.
- Exceptional skills in data review for inaccuracies and inconsistencies
- Outstanding skills in error message review and resolution
- Have an excellent leadership, highly analytical, Complex problem solving.
- Have integrity, initiative and focus.
- Sound time management and organizational skills
- Have an ability to adapt new systems, processes and workflows.

Academia

- Graduation in Arts from Mumbai University.
- Higher & Secondary (XII) class passed from Mumbai board.
- Passed MS- CIT Government exam.

Key Achievements and Projects

- Developed and handled the work in multiple projects as per management requires.
- Extensive experience handling of independent work.
- Assisted in training new hires that now have the ability to in-charge engagements themselves.
- Excellent Knowledge about MS Office.
- English Typing Exam 30 W.P.M.

Professional Experience

Karvy Data Management service Ltd, *working as Data entry Operator & Scanning Jan 2014 – Till.*

- Worked as Data entry operator & Scanning at client place of Thane Zilla Parishad (Govt.Project) in operational team of 7/12 extract.
- Entering, updating, and verifying government 7/12 reports data.

- Insert customer and account data by inputting text based and numerical information from source documents within time limits.
- Ensuring accuracy of data entered into the computer program.
- Tracking supporting documents for verification of data.
- Sorting, batching, and archiving files for easy access.
- Identified problematic data during the entry and comparison process.
- Printing, collecting, and distributing reports as per demand.
- Performed modifications, edits and deletions to the database based on authorized and approved documents.
- Assisted with purchasing and oversight of office equipment and supplies.
- Provided assistance to newer data entry operators as required.
- Keep information confidential.

Technical skills

- Excellent Knowledge about MS Office.
- English Typing 30 W.P.M.

Strengths

- Efficient in handling pressurized work.
- Task oriented, analytical and able to produce accurate work results.
- Quick learner and a very good team player.
- Adaptable to any environment and ability to handle pressure and deadlines.

Personal Details:

- Languages Known - English, Hindi, and Marathi.
- DOB-2nd -February-1992, Room#105, OMKAR SWAROOP BLDG.No.01, DOMBIVALI (E), 421201.

(Vidhya Vasant Sugadare)