

Irfan

[irfanyung@gmail.com](mailto:irfanyung@gmail.com)

Address: C/104 Street no. 12 old mustafabad delhi 110094

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**OBJECTIVE:** Seeking a Data Entry Specialist

## **MAJOR QUALIFICATIONS**

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- Over 16 month's data entry experience
- Typing Speed: 42 WPM
- Highly skilled in operating a variety of office machines and equipment such as computer, scanner and copier
- In-depth knowledge of MS Office applications Word
- Proven record of using honesty and discretion when handling business information

## **CORE COMPETENCIES**

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- Relationship building
- Proactive approach
- Problem solving and decision making

## **PROFESSIONAL EXPERIENCE**

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### **Data Entry Operator**

- Perform general data entry using SAP, Microsoft Excel and Word.
- Input data into a variety of computer programs with pace and correctness

### **Computer Operator**

- Performed data entry-alpha and numeric data entry to add new records, verify, correct, edit, and change
- Utilized scanner, copier, telephone, fax machine, and printer to perform tasks

## **EDUCATION**

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10<sup>th</sup> Pass from CBSE Board

12<sup>th</sup> Pass from CBSE Board

**B.A** Pursuing from IGNOU

## **ADDITIONAL CAPABILITIES**

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- Able to perform other clerical duties as needed
- Positive attitude and excellent interpersonal skills
- Demonstrated ability to maintain good manners and efficiency in routine professional relationships

### **Personal Detail's**

- Father's Name : Mr. Jameel Ahmed
- Sex : Male
- Nationality : Indian
- D.O.B : 5th Aug 1993
- Present address : H.No-C104, Street no-12 Old mustafabad, Delhi-94
- language Known : Hindi, English & Urdu