

Jyotsana

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Curriculum Vitae for Data Entry Professional

Objective

I'm looking for a long term association with people oriented organisation where individual talent, skill, honesty and hard work is acknowledged and a conducive work culture is provided along with intellectually stimulating environment and financially rewarding career.

Profile

Hard working, quick learner with proven experience of eight years in the data entry field with ability to input and manage data accurately with speed and in high volumes..

Expert in collecting and entering data in databases and maintaining accurate records of valuable information.

Recognized data entry work experience with proficiency in MS office and related data programs.

Familiarity with administrative duties, proficient in using office equipments like fax machine, scanner and capable of maintaining confidentiality, good organisation skills with an ability to stay focussed on assigned tasks.

Employment and Work Experience

1. Data Entry Operator for three years two months at National Council for Teacher Education - SRC Sector 10, Dwarka, New Delhi through World Wide Security Organisation Placements, from 10 th July, 2018-30 th September, 2021.
2. Data Entry Executive for One year at GE CAPITAL-Delhi-ADECCO Flexione Workforce Solutions Limited, Genpact, Gurgaon, Haryana.
3. Receptionist for One Year at Dadu Acupuncture Clinic, Ranibagh, Delhi.
4. Tele-marketing Executive for three years in Revolution Enterprises, Pitampura, Delhi.

Educational Qualification :

1. 10th passed from NIOS Board, Delhi.
2. 12th passed from NIOS Board, Delhi.
3. BBA passed from Madurai University.

Professional Qualification :

- Certificate course in Basic Computation from IACT Institute, Rohini, Delhi.

Additional Technical skills :

1. Well versed with typing in english.
2. Computer knowledge :
Languages : Basic
Operating system: Windows 95-Windows 2010, experience in basic keyboard, computers and associated printers.

Personal Snippets :

Date Of Birth : 13 th December, 1982

Languages Known : Hindi, English, Punjabi

Address : Flat No.403, 1st Floor, SD Block,
Tower Apartments, Pitampura, Delhi-110034
