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**OBJECTIVE:** Seeking a Data Entry Operator position at a company utilizing extensive typing ability and great communication skills to maximize efficiency of office.

### **MAJOR QUALIFICATIONS**

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- Over 3/2 year's data entry and administrative experience
- Typing Speed: 60 WPM
- Highly skilled in operating a variety of office machines and equipment such as computer, fax, scanner and copier
- In-depth knowledge of MS Office applications (Word, Outlook, PowerPoint and Excel)
- Proven record of using honesty and discretion when handling business information
- Demonstrated ability to use office equipment with a high degree of accuracy and efficiency

### **CORE COMPETENCIES**

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

### **PROFESSIONAL EXPERIENCE**

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Reliance Industries limited –GR Techno service from 8<sup>th</sup> may 2015 – 17<sup>th</sup> November 2016 in Jamnagar Gujarat.

#### **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
- Perform a wide variety of secretarial tasks in support of the business
- Answer phones and create notifications in the system
- Contact with internal and external customers

### **EDUCATION**

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Matriculation – Jharkhand Board, 2011- 224/500

Intermediate-Bihar Board, 2013- 259/500

Diploma in Computer Application (DCA) certified

### **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.