

# **MD ABDUL RAHMAN RAZA**

*Data Entry Specialist*



+91 9341844755 | [arrahaman97426@gmail.com](mailto:arrahaman97426@gmail.com)

## CAREER OBJECTIVE

I am a dedicated and results-driven professional with over two years of experience in data management and analysis. I aim to contribute to the growth and success of your organization by leveraging my advanced skills in Excel, data entry, and document management. Eager to embrace new challenges, I am committed to enhancing my capabilities and delivering high-quality results that align with the organization's long-term goals.

## Technical Skills

- **Advanced Excel:** Creating Dashboards based on excel functions/Tools like Form Controls, 3D Reference, Sparkline, Pivot Table, Dynamic Charts, VLOOKUP, H-lookup, Count if(s), Sum if(s), Sum-product, Cell formatting, Subtotal, Aggregate, Name Range, IF Condition, Pivot Table, Pivot Chart, Frequency, Validation, Advanced Filter, Index match, Sparkline, Charts, Dynamic Pivot Table, and Dynamic Charts.
- **VBA, Macros, Loops:** Do while, Do until, For each Loop, For next, user define function, User forms, Connectivity with MS -Access.
- **Dashboard Creation:** Good experience of dashboard with the help of pivot Tables, slicers & developer tools. Making automation and creating dynamic charts and dashboard, web scraping with web using VBA.

## PROFESSIONAL SUMMARY

- Over 2 years of experience in data entry, data management, and document handling in high-pressure environments.
- Expertise in managing large datasets, ensuring accuracy and integrity of information using advanced Excel functions (VLOOKUP, XLOOKUP, Pivot Tables, SUMIFS, COUNTIFS).
- Strong organizational skills and the ability to manage time-sensitive tasks efficiently.
- Proficient in Microsoft Excel, Word, PowerPoint, and office work to streamline data entry processes and maintain smooth operations.
- Fluent in Hindi, English, and Urdu, facilitating effective communication and documentation.

## KEY SKILLS

- **Excel Proficiency:** Advanced skills in functions such as VLOOKUP, XLOOKUP, INDEX-MATCH, SUMIFS, COUNTIFS, AVERAGEIFS, IF Statements, Pivot Tables, Conditional Formatting, Data Validation, Text Functions (LEFT, RIGHT, MID, CONCATENATE, TEXT), and SUMPRODUCT.
- **Data Entry & Management:** Efficient and accurate handling of large volumes of data, ensuring data integrity and organization.
- **Data Analysis:** Skilled in analyzing and interpreting data, generating reports, and visualizing insights to support business decisions.
- **Document Management:** Proficient in scanning, organizing, and maintaining digital records.
- **Time Management:** Effectively managing multiple tasks and projects while meeting deadlines.
- **Attention to Detail:** Ensuring high precision in data entry and data quality maintenance.

## PROFESSIONAL EXPERIENCE

- Performed data entry, document scanning, and database management to ensure the accuracy and completeness of company records.
- Utilized advanced Excel functions to automate data processes, saving time and increasing accuracy in reports.
- Maintained digital records, handling sensitive data in compliance with privacy and security standards.
- Managed and updated company records, ensuring data consistency and accuracy.

## EDUCATION

- Full Stack Web Development (HTML, CSS, JavaScript) – Currently Preparing
- Advanced Diploma in Computer Applications (ADCA) From I.C.I Computer Institute.
- Bachelor of Computer Applications (B.C.A.), IIBM Patna — Pursuing (Appearing)
- Intermediate From (B.S.E.B) Patna – with 71.26% (2023)
- Matriculation From (B.S.E.B) Patna –with 75.8% (2021)

## PERSONAL DETAILS

- Date of Birth: 03/02/2006
- Nationality: Indian
- Marital Status: Unmarried
- Languages: Hindi, English, Urdu

## DECLARATION

I hereby declare that the information provided above is accurate to the best of my knowledge. I am committed to maintaining high standards of professionalism and look forward to contributing positively to the growth of your organization.

*Place:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Signature:*

*Abdul Rahman*