**Janka Santosh Munde**

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**CAREER OBJECTIVE**

**To obtain a Data Entry Operator position that fully utilizes my experience and abilities.**

**SYNOPSIS**

Ä Remarkable experience in data entry (alpha and numeric).

Ä Proficient with Word, Excel, Access, Outlook and Internet Applications.

Ä In-depth knowledge of entering data fields into computers in Windows

Ä Posses typing Speed 20-25 words per minute.

Ä Remarkable skill in coding information into proper form for entry.

Ä Ability to Review error messages and makes corrections during data entry.

Ä Excellent data entry skills.

Ä Strong clerical and administrative skills.

Ä Ability to process high volume of data on-line accurately.

Ä Profound ability to work independently.

Ä Excellent organizational and follow-up skills.

**PROFESSIONAL EXPERIENCE**

**Data Entry Operator**

**Sangram (E-Panchayat) - Department Of Panchayat Raj - Maharashtra Government.**

**April 2014 To March 2019**

**RESPONSIBILITIES**

Ä Edited, processed data entry and distribution of raw source documents.

Ä Collected, assorted and verified accuracy of data provided.

Ä Filled machine with input and output media as required.

Ä Routed data to appropriate staff for follow up and additional review.

Ä Ensured entered data accuracy by comparing with basis documents and identified errors.

Ä Assisted with purchasing and oversight of office equipment and supplies.

Ä Performed modifications, edits and deletions to the database based on authorized and approved documents.

Ä Identified problematic data during the entry and comparison process.

Ä Performed testing of data entry screens for database limits and review of data entry guidelines as requested.

**EDUCATION**

2019 - B.Sc. Agronomy from **Krishi Vigyan Kendra,Tonadapur,Hingoli. (73%)**

2019 - B.A. from **Yashwantrao Chavan Open University, Nasik (61%)**

2014 - English & Marathi Typing from **Sourabh Typing Center, Loha. (62% & 63%)**

2011 - Diploma In Agronomy from **Marathwada Krishi Vidyapeeth, Parbhani. (76%)**

2009 - MSCIT from **Cyber Technical Institute, Ahemadpur. (68%)**

2009 - 12th from **Yashwant Junior College, Ahemadpur, Latur Board. (71%)**

2007 - 10th from **Indira Gandhi Vidyalaya, Banwas, Aurangabad Board. (78%)**

**IT SKILLS**

Sound knowledge in application of Windows, MS Office, and Internet Applications.

**PERSONAL DOSSIER**

**Date of Birth** : 10th Jun 1991

**Mariatal Status** : Married

**Nationality / Religion** : Indian

**Languages Known** : Marathi, Hindi and English

**Interest & Hobbies** : Internet Browsing, Reading Books.

**DECLARATION**

I do hereby declare that the above information is true to the best of my knowledge**.**

**Place: Janaka Santosh Munde**

**Date: (Signature)**