

# **Rashil Maharjan**

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## **Objective:**

To secure a Data entry position where I can utilize my exemptional typing and organizational skills to enhance the company's productivity.

## **Summary:**

Experienced and detail-oriented data entry Professional with a proven track record of accurately entering and managing large volumes of data. Proficient in Microsoft Office Suite and process excellent typing skills and a high level of accuracy. Demonstrated ability to prioritize and manage time effectively to ensure timely delivery of data.

## **Education:**

+12 High School (Lotus Boarding School Nepal)	2010
Bachelor Degree in Business Studies (Tribhuwan University Nepal)	2017

## **Skills:**

- Proficient in Microsoft office suite (word, excel, PowerPoint)
- Excellent typing speed with high level of accuracy
- Data management and organization
- Attention to detail and accuracy
- Ability to prioritize tasks and manage time effectively
- Strong communication skills

## **Experience:**

Cloud Data analyst (Cloud Factory, Lalitpur, Nepal)	2012 – 2014
<ul style="list-style-type: none"><li>• Entered data into company database accurately and efficiently</li><li>• Extract and import Data from various websites</li><li>• Maintained confidentiality of sensitive information.</li><li>• Worked with team members to ensure timely delivery of data.</li></ul>	

Data entry Specialist: (Grow By data Lalitpur, Nepal)

2015-2016

- Entered and verified data into company database with a high level of accuracy
- Conducted quality checks on data entered
- Assisted in the preparation of reports as required
- Collaborated with team members to ensure timely delivery of data.

**References:**

Available upon Request.