

SAKTHI M

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## PROFESSIONAL SUMMARY

Dedicated and highly accurate Typist with excellent typing speed (75+ WPM), strong attention to detail, and experience in preparing, formatting, and proofreading official documents. Skilled in data entry, transcription, digital documentation, clerical support, and MS Office tools. Reliable, disciplined, and committed to maintaining confidentiality of sensitive information.

## KEY SKILLS

Typing Speed: 75+ WPM, High Accuracy

Tools: MS Word, MS Excel, Google Docs, Google Sheets, Notepad, WPS Office

Office Skills: Data Entry, Proofreading, Copy Typing, Document Formatting

Other Skills: Time Management, Communication, Record Maintenance, Scanning & Filing

## WORK EXPERIENCE

### Typist – Freelance (2021–Present)

- Typed official letters, applications, agreements, and reports with high accuracy.
- Converted handwritten documents into digital formats.
- Proofread documents to ensure grammar, spelling, and formatting correctness.
- Assisted students and small businesses with documentation needs.

### Office Typist – Internship (2020–2021)

- Handled data entry tasks and maintained digital filing systems.
- Typed confidential internal documents with 98% accuracy.
- Prepared formatted reports and assisted with clerical support tasks.

## PROJECTS

### Digital Document Management Setup

- Created a structured digital documentation system for small businesses.
- Helped clients shift from paper-based to digital workflow.

## EDUCATION

Higher Secondary School – Commerce Stream (Completed 2020)

## CERTIFICATIONS

Typing Skills Certification – Government Approved

MS Office & Computer Basics Training

## DECLARATION

I hereby declare that the information provided is accurate and true to the best of my knowledge.