📄 Sandeep Saw

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🔗 [LinkedIn](#) | [GitHub](#)

OBJECTIVE

Highly detail-oriented and motivated BTech CSE 2nd-year student from IES University, Bhopal, with hands-on experience in data management using Google Sheets. Passionate about data accuracy, document formatting, and organizational tasks. Seeking a Data Entry Operator role at SafeMax Security to contribute with precision, tech skills, and a strong sense of responsibility in a fast-paced remote environment.

SKILLS

Data Tools: Google Sheets, Microsoft Excel, Word, PowerPoint, Microsoft 365, PDF Formatting
Typing & Documentation: Fast typing (50+ WPM), layout formatting, report/invoice template creation
Programming: C++, Java (Intermediate), Python, DSA, HTML, CSS, JavaScript
Soft Skills: Attention to detail, Time management, Communication, Team collaboration
Languages: Hindi, English

EDUCATION

Bachelor of Technology – Computer Science & Engineering
IES University, Bhopal
📅 2023 – Present (Currently in 2nd Year)

EXPERIENCE

Data Entry Assistant (Freelance)
📅 2024
Worked on structured data input and maintenance using **Google Sheets**
Handled formatting tasks in **PDFs and Word documents** for report consistency
Supported basic **data reporting and dashboard creation** in Excel

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CERTIFICATIONS & PROJECTS

📜 **Python Programming** – CodeWithHarry
🖥 Currently learning: Java & DSA for placements
🖥 **Personal Project:** Maintained YouTube content database using Excel and Google Sheets
📊 Created data tracking templates for personal and academic records

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ACHIEVEMENTS & HOBBIES

🏆 **Gold Medalist** – Pool Handle Game (College Sports Event)
⚽ Football player – Represented college
🎬 Video Editing & YouTube Content Creation – Own YouTube Channel
📷 Interested in photoshoots and digital creativity

DECLARATION

✅ Yes, I have commented on the LinkedIn job post.

🔗 [LinkedIn Post](#)