

OBJECTIVE

Highly detail-oriented and motivated BTech CSE 2nd-year student from IES University, Bhopal, with handson 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

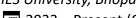
Soft Skills: Attention to detail, Time management, Communication, Team collaboration

Languages: Hindi, English

EDUCATION

Bachelor of Technology - Computer Science & Engineering

IES University, Bhopal



2023 – Present (Currently in 2nd Year)

EXPERIENCE

Data Entry Assistant (Freelance)



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

CERTIFICATIONS & PROJECTS

Python Programming – CodeWithHarry

☐ ■ Currently learning: Java & DSA for placements

Personal Project: Maintained YouTube content database using Excel and Google Sheets

[II] Created data tracking templates for personal and academic records

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.

