

RESUME

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OBJECTIVE

Detail-oriented and highly organized Data Entry Specialist with strong typing skills and experience with data management tools. Seeking to contribute to a growing company by efficiently entering, updating, and maintaining accurate data to support business operations.

KEY SKILLS

- Fast and accurate typing (70 WPM)
- Data management and processing
- Microsoft Excel & Google Sheets
- Database software (MS Access, Oracle)
- Data validation and cleaning
- Time management and multitasking
- Familiarity with CRM systems
- Ability to work independently or in teams

PROFESSIONAL EXPERIENCE

Data Entry Specialist In Zebronics India Pvt Ltd Chennai, Tamil Nadu

March 2022 – Present

- Entered and updated customer information into company databases with 99% accuracy.
- Managed large datasets and ensured data integrity across multiple systems.
- Performed data verification and cleaning to eliminate discrepancies.
- Assisted in organizing and categorizing physical files for digitization, improving data retrieval times by 20%.
- Generated reports using Excel to support decision-making for various departments.
- Trained new employees on data entry procedures.

COMPUTER SKILLS

ADCA : Advanced Diploma in Computer Applications

- MS Word, MS Power Point and MS Excel
- Internet Browsing
- Excellent in writing & Speaking both in Hindi & English

ACADEMIC PROFILE

DEGREE/COURSE	UNIVERSITY/BOARD	PASSING YEAR	PERCENTAGE %
Matriculation (10 th)	BSEB	2022	67%
Intermediate (I.Sc)	BSEB	2024	76%
Graduation (B.SC.)	Munger University	2024-28 (Appearing)	

PERSONAL DETAILS

Name : SAWAN KUMAR VERMA
Father’s Name : SANJAY KUMAR VERMA
Date of Birth : 20/03/2007
Gander : Male
Marital Status : Unmarried
Mother Tongue : Hindi
Languages : English & Hindi

DECLARATION

I hereby declare that all the particulars stated above are true to the best of my knowledge and believes.