Vaibhavi Boche

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Location: [Amravati], India.

# Career Objective

Detail-oriented and motivated individual seeking a part-time work-from-home data entry position. Strong typing skills, accuracy, and commitment to deadlines. Eager to contribute to projects that require attention to detail and consistency.

# Education

Bachelor of Computer Applications (BCA)  
[Vidya Bharti Mahavidyalaya], [Amravati]  
Year: 2025 – Present

# Skills

• Fast and accurate typing (50+ WPM)

• MS Word, Excel, and Google Sheets

• Data entry and form filling

• Internet research

• Basic knowledge of computer operations

• Time management & attention to detail

# Tools/Software

• MS Office (Word, Excel)

• Google Docs & Sheets

• PDF to Word converters

• Canva (basic)

• Grammarly

# Projects / Sample Work

• Converted 100 handwritten forms to Excel for a local tuition center

• Created a product inventory spreadsheet for an online store

• Participated in mock typing tests (accuracy >95%)

# Certifications

• Typing Master Certificate – 10FastFingers (Online)

• MS Excel Basics – Coursera / Internshala

# Languages

• English (Fluent)

• Hindi / Marathi (Fluent)

# Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge.  
  
Date: [16/07/2003]  
Place: [Amravati]  
Signature: Vaibhavi Boche