

Amit Bhati

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Carrier Objective

To work in a challenging and creative environment, which will provide career growth and allow me to utilize and enrich my skills.

Academic Credentials

- BCA IGNOU – Pursuing
- Higher Secondary Education
- Secondary Education (10th standard)

Core Qualifications

- Remarkable experience in data entry (alpha and numeric)
- Proficient in Microsoft Office products (Word Excel Access and Outlook), 10-key and alphanumeric typing
- In-depth knowledge of entering data fields into computers in Windows
- Remarkable skill in coding information into proper form for entry
- Excellent data entry skills
- Strong clerical and administrative skills
- Ability to process high volume of data on-line accurately
- Profound ability to work independently

Work Experience 2 years+ as data entry operator

SIGUIENTE SOFTWARES PVT LTD

01-Arp-2023 to present

As data entry operator

Role and Responsibilities

- Edited, processed data entry and distribution of raw source documents.
 - Collected, assorted and verified accuracy of data provided.
 - Filled machine with input and output media as required.
 - Audited input and output data for accuracy and recommended corrective action.
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- Routed data to appropriate staff for follow up and additional review.
 - Ensured entered data accuracy by comparing with basis documents and identified errors.
 - Assisted with purchasing and oversight of office equipment and supplies.
 - Performed modifications, edits and deletions to the database based on authorized and approved documents.
 - Identified problematic data during the entry and comparison process.
 - Performed testing of data entry screens for database limits and review of data entry guidelines as requested.

Hobbies & Interest

- Reading book
- Listening music

Personal Particulars

Father's Name:Shri Jagveer Singh Bhati

Date of Birth:30 May 1995

Address:H No-23, street no-4, block vikah marg, shaker pur, delhi-110092

Declaration

I hereby declare that the information furnished above is genuine to the best of my knowledge and can produce testimonials whenever asked for.

Date:

Place:Amit Bhati