



PAWAN KUMAR SAW

📍 RANCHI, INDIA 835222

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✉ pawansaw08@gmail.com

SUMMARY

Adept at coordinating materials. Quality-driven and responsive with excellent data entry and records management skills. Effective at keeping inventory accurate through strong cycle counting, auditing, and reporting abilities.

SKILLS

- Data Entry and Recording
- Database data entry
- Data Entry and 10-Key
- Data Entry Software
- Database Search and Data Entry Skills
- Data entry experience

EXPERIENCE

June 2022 - December 2022

DATA ENTRY INVENTORY DEPARTMENT | RANCHI, INDIA

- Developed standard operating procedures for data entry processes.
- Verified accuracy of data entry into system records.
- Performed data entry into research databases for further analysis.

March 2019 - April 2022

AIR TICKETING ECONOMIC TRAVELS | RANCHI, INDIA

- Monitored ticket sales and prepared reports for management review.
- Developed policies and procedures for the ticketing department.
- Provided technical support to staff on ticketing system software.
- Maintained accurate records of all ticket sales transactions.
- Resolved customer complaints in a timely manner.
- Processed refunds and exchanges in accordance with company policy.

EDUCATION AND TRAINING

2023

Bachelor of Arts | HISTORY HONOURS/APPEARING
JM COLLEGE, BHURKUNDA, RAMGARH

2019

Associate of Arts | POLITICAL SCIENCE
SANJAY GANDHI MEMORIAL, RANCHI, JHARKHAND

2016

High School Diploma
LORD FOSTER ACADEMY, RANCHI

ACTIVITIES AND HONORS

- TO COMPLETE ANY WORK WITHIN GIVEN TIME

EXTRA QUALIFICATION

- DCA

DECLARATION

- I HEREBY DECLARE THAT THE ABOVE INFORMATION FURNISHED BY ME IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEVE

Place :

Date :