Rashid Majeed

Data entry operator

# About Me

Certainly! As a data entry operator, my role is crucial in maintaining the accuracy and integrity of organizational information. My attention to detail and proficiency in data management are instrumental in ensuring that data is entered efficiently and error- free. With strong organizational skills, i adeptly navigate through vast amounts of information, contributing to the seamless functioning of business processes. My commitment to confidentiality and precision makes you an essential part of the team, supporting data-driven decision- making and overall operational success.

# Skill

Proficient in data entry and keyboarding with a typing speed of 35 words per minute

Strong attention to detail and accuracy in data input

Familiarity with data entry software and Microsoft Office Suite (Word, Excel)

Excellent time management and organizational skills

Ability to maintain confidentiality and handle sensitive information Basic knowledge of relevant software or tools specific to the industry.

# Education

*Experience*

Data entry Intern, at Efu, Inc

## April 2021 – March 2022

.Demonstrated proficiency in data entry, achieving an average typing speed of 35words per minute with a 99% accuracy rate.

Utilized specific software/tools for data input, ensuring the timely and accurate processing of information.

Collaborated with cross-functional teams to resolve discrepancies and maintain data integrity.

Successfully managed large volumes of data with a keen focus on quality control.

## Data entry operator, at Rauf bros inc. April 2022 - till date.

Played a key role in data verification and validation, identifying and rectifying errors to enhance overall data accuracy.

Assisted in the development and implementation of streamlined data entry procedures, improving efficiency.

Maintained confidentiality and compliance with data protection policies.

# Contact

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Bachelor of technology. New port university.

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