

PROFESSIONAL SUMMARY

Diligent and detail-oriented Data Entry Operator with 3 years of experience in accurately inputting and managing data. Proficient in data entry software and MS Office Suite. Adept at meeting tight deadlines while maintaining a high level of accuracy. Strong organizational skills and a commitment to delivering quality work.

EDUCATION

2016 - 2020

Bachelor of Science in Information Management

University of Applied Sciences / Germany, Berlin

SKILLS

- Accurate and fast data entry (numeric and alphanumeric) Expert
- Data verification and validation Expert
- Typing speed: 70 WPM with 99% accuracy Expert
- Proficient in Microsoft Office Suite (Word, Excel, Outlook) Expert
- Data cleaning, formatting, and organization Expert
- Strong attention to detail Expert

COURSES

2022

Microsoft Office Specialist (MOS) Certification

EXPERIENCE

2022 - Now

Data Entry Operator GreenTech Solutions / Remote

- Input and maintain client information into the company database with precision and attention to detail.
- Verify and correct data discrepancies to ensure data accuracy and integrity.
- Process incoming documents and forms efficiently to meet daily quotas.
- Collaborate with team members to optimize data entry processes and improve efficiency.
- Generate reports and summaries as required by management, ensuring timely delivery.

2019 - 2022

Data Entry Clerk BrightStar Services / Germany, Leipzig

- Entered and updated customer records in the company's CRM system accurately and efficiently.
- Conducted regular data cleaning and validation to maintain data quality and consistency.
- Provided administrative support, including filing, scanning, and document management.
- Assisted in the preparation of reports and data analysis to support decision-making processes.
- Participated in team meetings to discuss workflow improvements and address any issues.