

Anthony Brown

Data Entry

AREAS OF EXPERTISE

Data entry procedures

Copy typing

Order entry

Customer service

Data management

Updating archives

Creating new records

Spotting text errors

Retrieving information

Touch typing

Document management

Data mining

Data collection

Data capture

CAREER STATEMENT

"I feel that my greatest strengths are firstly my strong commitment to performing to the highest standards on any work that I am doing. Secondly my skill at working efficiently as part of a team, and forming personal bonds with other staff members. Thirdly my desire to do everything possible to ensure that all goals and targets set for me and my work colleagues are not only met but exceeded."

Anthony Brown

PERSONAL SUMMARY

A numerate Data Entry Clerk who has a proven ability to enter names, addresses, statistical information, business information, account numbers and other data. Anthony has superb typing speed, excellent attention to detail and is able to juggle a variety of tasks whilst maintaining exceptionally high standards of work & reliability. He can manage individual workflows effectively, improve processes when necessary, and has a willingness to learn from more experienced administrators. He has previous experience within a busy, target orientated office environment, and will always show initiative and commitment to his employers goals.

Right now he would like to work for a friendly and exciting company that is looking for a capable Data Entry Administrator who can reflect their values of excellence & quality.

CAREER HISTORY

Marketing Company - Birmingham

DATA ENTRY CLERK Jul 2011- Present

Responsible for the input and maintenance of data within the company database. Also in charge of processing large volumes of orders and responding to any enquiries regarding records.

- Ensuring the accuracy and relevancy of all data entered into databases.
- Sorting and processing invoices from suppliers.
- Highlighting any discrepancies in data to senior managers.
- Answering the phone, fielding and diverting calls.
- Entering sales data, market survey information and personal information into computer databases.
- Checking the work of other data entry operators.
- Handling confidential information in line with the firm's data security protocols.
- Performing data review and clean-up processes.
- Cross referencing data to ensure its accuracy and completeness.
- Scanning forms and sorting the information on them.
- Assisting managers with the development and maintenance of data graphs and reports.

Insurance Company - Coventry

OFFICE JUNIOR Feb 09 - Jul 11

Responsible for all ad-hoc office junior duties i.e. running errands, greeting visitors, petty cash etc. Also involved in providing backup to senior office staff on all large scale administrative projects.

- Entered, checked and amended records.
- Assisted in testing data entry screens/menus.
- Received and distributed incoming mail and materials.
- Updated customer and client contact lists.
- Welcomed and greeted visitors to the office.
- Answered the telephone and passed callers onto the relevant people.
- Drafted routine correspondence and despatched letters.
- Followed up on all outstanding issues.
- Input supplier invoices onto Sage and ensured ledgers were up to date.
- Reconciled cash and credit card transactions.
- Prepared high quality general admin paperwork and documentation.
- Made travel arrangements & organised accommodation for senior managers.

PERSONAL SKILLS

Accurate

Attention to detail

Super organised

Deadline led

Energetic

Time management

Honesty

Discretion

Excellent communicator

Tactful & articulate

Problem solving

Team player

PROFESSIONAL

Advanced First Aid

French Speaker

German Speaker

Local School – West Midlands

OFFICE JUNIOR

Aug 2008 – Feb 2009

Government Office – West Bromwich

OFFICE ASSISTANT

Jun 2007 – Aug 2008

Clothes Store - Dudley

SALES ASSISTANT

Oct 2006 – May 2007

Local Charity - Birmingham

VOLUNTEER

Jul 2006 – Oct 2006

KEY COMPETENCIES AND SKILLS

Data Entry

- Extensive experience and knowledge of MS Word and other specialist data entry software.
- Having a typing speed over 60wpm.
- Inputting both text data and also numerical data.
- Interpreting complex information.
- Fully aware of data confidentiality issues.
- Handling all confidential information in a professional manner.
- Knowledge of specialist data entry software and automated systems.
- Strong commitment to performing and producing at the highest level of quality at all times.

Professional

- Excellent spelling and grammar skills.
- Experience of SAP and general administration duties.
- Able to articulate progress, challenges and potential solutions.
- Can work well in a team.
- Ability to multi task and prioritise daily workload.
- Experience of working within a target driven environment.
- Active team member with self drive and motivation.
- Able to accurately use office equipment such as printers, multi-line phones, fax machines.

Personal

- Can communicate well at all levels.
- Ability to make decisions.
- Having a friendly and reliable nature.
- Can function in a fast-paced environment.

ACADEMIC QUALIFICATIONS

University of Birmingham,

BA (Hons) Business Administration

2003 - 2006

Central College Birmingham

Diploma in Business Studies

2002 - 2003

North Birmingham School

A levels:

Geography (A)

Maths (A)

English Literature and Communication (B).

History of the Modern World (B)

Physics and Science Combined (A)

1998 - 2002

PERSONAL DETAILS

Anthony Brown

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REFERENCES – Available on request.



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