



PERSONAL STATEMENT

An energetic, meticulous and enthusiastic individual who is able to enter data accurately and quickly. Cliff is reliable, punctual and always displays a professional appearance and demeanour. He is someone who has an aptitude for figures, statistics and words and who apart from having superb data inputting skills, can also provide any office with comprehensive administrative support. He values putting customer's first, finds it easy to make connections with them and is committed to delivering great service to them. Right now he is looking for a suitable position with a company that is looking to hire a talented data entry clerk.

AREAS OF EXPERTISE

DATA ENTRY

- Accurate and fast typing skills.
- An aptitude to be able to quickly learn unfamiliar computer systems.
- Identifying ways to improve data entry processes and procedures.
- Entering data from hand written, printed or typed documents.
- Knowledge of word processing, spreadsheets and databases.
- Experience of working in a team environment.
- Able to act on own initiative in identifying and resolving data inputting issues.
- Ensuring that all confidential information is kept safe and secure.
- Preparing disciplinary and grievance material.
- Excellent memory and able to remember data without having to double check it.

PERSONAL

- Able to work both individually and as part of a team, to strict deadlines.
- High energy, positive, and enthusiastic attitude.
- Able to work in settings where a high degree of discretion is required.
- Ability to maintain composure and remain calm under pressure.
- Interact with others in a professional and courteous manner.
- Willingness to learn new skills.
- Logical, passionate and determined when approaching problems.

CAREER HISTORY

Recruitment Company - Coventry

DATA ENTRY April 2009 – Present

Responsible for providing support to the administrative staff by accurately inputting data into a database system so that accurate reports could be produced.

Duties

- Inputting information and files into a system within the agreed timescales, and in an accurate and diligent manner.
- Able to work quickly, accurately and to deadlines.
- Reviewing all data entered to ensure its accuracy.
- Correcting data contained in automated systems.
- Promptly responding to inquiries regarding any data entered.
- Upload wording, contacts and financial data.
- Designing new spreadsheet and manipulating old ones so that new data fields can be created.
- Ensuring the integrity of all databases.
- Monitoring and reporting on the accuracy and timeliness of data transfer.
- Answering the telephone, taking care of post and franking the mail.
- Looking after the filing, photocopying and binding of records.

Council Department - Coventry

OFFICE JUNIOR June 2008 – April 2009

ACADEMIC QUALIFICATIONS

Birmingham North College	2005 - 2008	Business Administration
Birmingham South School	2003 - 2005	A Levels: Maths (B) English (A) Physics (C) Geography (A)

REFERENCES – Available on request



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