

AMERIK SINGH

DATA ENTRY

Career summary

A reliable and methodical individual who is articulate, well organized and able to work independently as well as with others. Amerik is able to deal with high pressure environments, and is flexible enough to work in any part of an office. Highly creative, he possesses a wide range of administrative skills that will help to bring new ideas to any operation. He understands the importance of personal relationships and works hard at making friends. Right now he is looking to become an integral part of a professional and well respected company and to gain a long term career.

Work experience

Government Office

DATA ENTRY June 2008 – Present

Responsible for entering statistical information into a computerised database systems, and for also providing back office support to the admin team.

- Transferring data onto online order forms.
- Searching records for missing or outstanding documents.
- Inputting and retrieving alphabetical and numerical information in prescribed format.
- Reviewing the quality of any data that is being entered.
- Maintaining accurate records of activities & work completed.
- Accurately updating databases.
- Performing name and number searches.
- Generating and printing out statistical reports.
- Identifying and correcting paperwork & electronic errors.
- Answering telephone calls and dealing with enquiries.
- Designing and generating data tracking tools.

Insurance Company

OFFICE JUNIOR July 2006 – May 2008

Academic qualifications

Nuneaton University 2003 – 2006

BA Business Administration

Nuneaton College 2001 – 2003

A levels Maths (A)
English (B)
Geography (A)
Physics (D)
Accounting (B)

Key skills

AREAS OF EXPERTISE

- Audio typing
- Fully IT literate
- Editing content
- Processing orders
- Office duties
- Data gathering
- Managing records
- Validating data

DATA ENTRY SKILLS

- Having a methodical approach with particular attention to detail.
- Paying attention to detail when inputting data.
- Excellent computer keyboard skills.
- Quick data inputting skills with a keyboard.
- Producing typed documents.
- Superb Excel and Microsoft Office skills.
- Able to work to daily targets.
- Very careful when handling private and confidential information.
- Upholding outstanding levels of administrative and operational standards.
- High typing accuracy skills.
- Experience in PeopleSoft and Accounts Payable activities.
- Familiar with basic computer functions.
- Able to work quickly & competently on tasks.
- Physically fit & able to lift boxes of records.
- Good with numbers and figures.

PERSONAL SKILLS

- Superb interpersonal and communication skills.
- Ability to complete required jobs with minimal supervision.
- Ability to build relationships with work colleagues.
- Excellent memory and able to remember figures and numbers whilst typing.
- Ability to multi task in an ever-changing environment.
- Proactive approach to problem solving.
- Strong sense of responsibility and desire to get things done properly.

REFERENCES

Available on request.

CONTACT DETAILS

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