

## Personal statement

A self starter, who is of smart appearance, and well presented at all times. Mary has a proven ability to enter Data accurately, and has intimate knowledge of the latest data inputting software, as well as all MS Office packages. She is able to think logically, plan ahead and successfully perform numerous different tasks that others cannot do. She is flexible enough to be willing to work weekends, evenings and holiday periods. Having the right attitude towards work means that she is more than able to develop, influence and support any office set up. Right now she is looking for a suitable position with a company that has a modern, friendly and vibrant atmosphere.

## Employment History

### Construction Company - Coventry

**DATA ENTRY CLERK**      **April 2009 - Present**

Working in a busy accounts team and dealing with a wide variety of general administration and data entry duties. Responsible for processing company orders onto the records system, data processing and updating customer files daily. Also involved in supporting the senior team with general administrative duties.

#### Duties:

- Inputting large amount of data in to computer databases.
- Processing purchase orders, invoices, as well as departmental administration.
- Performing other general administrative duties as requested by Senior Managers.
- Compiling, sorting, and verifying the accuracy of data before it is entered.
- Escalating important issues or discrepancies to senior managers.
- Transfer information that is on paper to computer files.
- Analysing and interpreting data to pull out key insights and come to conclusions.
- Finding and removing old and out of date information from databases.
- Managing and developing existing databases.

### Council Office - London

**COMPUTER OPERATOR**      **October 2008 – April 2009**

### Recruitment Company - Watford

**OFFICE JUNIOR**      **June 2008 – October 2008**

## Areas of Expertise

Data processing	Time management	Shorthand typing	Office administration
Ten key proficient	Data enquiries	Data manipulation	Keyboarding skills
Tracking information	Auditing information	Data inputting	Customer service

#### Data Entry skills

- Excellent working knowledge of Microsoft Outlook and Excel.
- Knowledge about databases, spreadsheets and word processing.
- Ability to perform with high degree of independent judgment, discretion, and confidentiality.
- Presenting information in forms, tables and spreadsheets.
- Communicating effectively, through email, verbally and in writing.
- Able to type 40 + words per minutes or 7500 key strokes per hour.

## Academic Qualifications

Birmingham North University - 2005 - 2008 - Office Administration BA (Hons)  
 Sales & Marketing - Diploma  
 Birmingham South College - 2003 - 2005 - Commerce Diploma

**References** - Available on request.



**Copyright information - Please read**

© This Data Entry resume template is the copyright of Dayjob Ltd 2013. Job seekers may download and use this particular resume example for their personal use to help them write their own one. You are also most welcome to link to any page on our site [www.dayjob.com](http://www.dayjob.com). However this CV template must not be distributed or made available on other websites without our prior permission. For any questions relating to the use of this template please email: [info@dayjob.com](mailto:info@dayjob.com).