Gary White

Data entry

PERSONAL DETAILS

Gary White
34 Made Up Road
Coventry
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DOB: 12/09/1985
Driving license: Yes
Nationality: British

PERSONAL SUMMARY

A bright, talented and hard working data entry clerk with an ability to methodically and accurately input, manage and manipulate large volumes of data. Having effective organisational skills and proficiency with administrative and practical tasks. Able to implement new effective data inputting ideas and techniques as well as understanding that data is only valuable if it is accurate, up to date and useable. An excellent communicator, who can relate well with colleagues at all levels and is able to work well as part of a team and as a individual.

Now looking for a suitable data entry position with an ambitious company.

WORK EXPERIENCE

Data Processing Company – Coventry
DATA ENTRY CLERK   June 2008 - Present

Working as part of a team in a busy office environment processing, cleaning and then imputing data. Accurately entering the business names , addresses and financial details of on businesses and individuals.

Duties:
- Ensuring report tables and listings accurately reflect data within a database.
- Entering data accurately onto computerised databases & Excel spreadsheets.
- Locate and correct data entry errors.
- Lifting of files and boxes containing paper records.
- Maintain logs of activities and completed work.
- Ensuring documents meet required quality standards.
- Compiling, coding, categorizing, calculating, tabulating and auditing data.
- Handling inbound telephone queries from colleagues / clients regarding data .
- Data manipulation in Excel spreadsheets.
- Occasionally carrying out various administration tasks like, photocopying, filing.
- Reviewing validation output and performing specified manual checks on the data to ensure consistency and completeness.

KEY SKILLS AND COMPETENCIES

- Excellent knowledge of Excel & other specialist database tools & software.
- Computer literate with extensive IT knowledge.
- Experience of using a scanner and working with TIFF image files.
- Experience working with Sage systems.
- Enthusiastic, flexible and capable of working on own initiative.
- Comprehensive understanding of the Data Protection Act.
- An ability to work to deadlines whilst ensuring accuracy and efficiency.
- Capable of working in a manner conducive with the production of high quality data.
- Able to work fast and also accurately.

ACADEMIC QUALIFICATIONS

ICT Basics and Information Technology (City & Guilds)
Nuneaton North College   2006 - 2008

A levels: Maths (A) English (B) Technology (B) Science (C)
Coventry Central School   2000 - 2006

REFERENCES – Available on request.

AREAS OF EXPERTISE

Typing skills

Data entry skills

Data management

Data mining

Processing data

Evaluating information

Database administration

PROFESSIONAL

New CLAIT

ECDL

PERSONAL SKILLS

Accuracy

Methodical

Attention to detail