Ramesh Yadav

Data Entry Operator

ramesh.yadav@example.com | +91 88XXX XXX53 | Lucknow, Uttar Pradesh

PERSONAL STATEMENT

Data entry operator with 1.5 years of experience entering and verifying invoices, customer forms and inventory records with 99.5% accuracy. Types 45 WPM in English and 32 WPM in Hindi (Mangal, Inscript), with good command of MS Excel, Tally data entry and scanned document indexing.

WORK EXPERIENCE

Data Entry Operator · Awadh Distribution Services Pvt Ltd, Lucknow — Apr 2025 – Present

- Enter 350 to 400 sales invoices and delivery challans a day into the company ERP and Excel, maintaining 99.5% accuracy in monthly audits.
- Verify party names, GSTIN and amounts against source documents and flag mismatches, preventing about 60 billing errors a month.
- Scan, rename and index 1,200+ documents a week into shared folders using a fixed naming format for quick retrieval.
- Prepare a daily stock and dispatch summary in Excel using VLOOKUP and pivot tables for the branch manager.

EDUCATION

ITI in Computer Operator and Programming Assistant (COPA) · Government ITI, Lucknow — 2023 – 2024
Grade: 78%

Class XII (UP Board) in Commerce · Rajkiya Inter College, Lucknow — 2021 – 2023
Grade: 71%

SKILLS

English typing 45 WPM, Hindi typing 32 WPM (Inscript), MS Excel (VLOOKUP, pivot tables), MS Word, ERP data entry, Tally Prime data entry, Document scanning and indexing

CORE SKILLS

- Accuracy
- Attention to detail
- Speed with consistency
- Data confidentiality
- Following SOPs

PROJECTS

Digitisation of school admission records · Volunteer data entry operator — Jun 2024 – Aug 2024

Digitised paper admission registers for a government-aided school in Lucknow.

- Entered details of 2,800 students from 10 years of registers into a structured Excel sheet.
- Cross-checked 10% of entries with a second volunteer and corrected errors before handover.

CERTIFICATIONS

Course on Computer Concepts (CCC) · NIELIT — Nov 2023

LANGUAGES

Hindi · Native, English · Professional

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