Pooja Yadav

Office Assistant and Data Entry Operator

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PERSONAL STATEMENT

Commerce graduate preparing for SSC CGL and CHSL, with SSC CHSL 2024 Tier 1 qualified and 2 years of contract office experience. Types 38 wpm in English and 30 wpm in Hindi, holds the NIELIT CCC certificate and handles data entry, registers and correspondence accurately under deadlines.

WORK EXPERIENCE

Data Entry Operator (contractual) · Ganga Facility Services (deployed at a district education office), Prayagraj — Jul 2023 – Present

- Enter and verify student scholarship and school records on the state portal, about 120 records a day with a 99.5% accuracy rate in audits.
- Maintain the dak register and file movement records and draft routine letters in Hindi and English.
- Prepared block-wise Excel summaries for 18 monthly review meetings, cutting manual compilation time from 2 days to half a day.

Part-time Quantitative Aptitude Tutor · Shiksha Coaching Centre, Prayagraj — Apr 2022 – Jun 2023

- Taught arithmetic and data interpretation to batches of 25 SSC and banking aspirants, 2 hours a day.
- Set and checked weekly mock tests and kept score records for 3 batches.

EDUCATION

B.Com in Commerce · University of Allahabad, Prayagraj — 2019 – 2022
Grade: 64%

Class 12 in Commerce · UP Board, Prayagraj — 2018 – 2019
Grade: 79%

SKILLS

Data entry · MS Excel and Word · English typing 38 wpm · Hindi typing 30 wpm (Mangal, Remington) · Noting and drafting · Dak and file registers · Quantitative aptitude · Government portals

CORE SKILLS

- Accuracy
- Discipline
- Time management
- Confidentiality
- Teaching and explaining

PROJECTS

SSC CGL and CHSL preparation · Candidate — Jul 2022 – Dec 2025

Prepared alongside full-time work, with a focus on quantitative aptitude, English and the typing skill test.

- Qualified SSC CHSL 2024 Tier 1; appeared for Tier 2.
- Practised a timed typing test daily and tracked speed and accuracy in a spreadsheet.

CERTIFICATIONS

CCC (Course on Computer Concepts) · NIELIT — Sep 2022

Hindi and English Typing Certificate · Private typing institute, Prayagraj — Feb 2023

LANGUAGES

Hindi · Native · English · Professional

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