

SANI KORI

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SUMMARY

- Productive Data Entry Operator skilled in monitoring database updates and ensuring meticulous accuracy and efficiency. In-depth knowledge of gadarwara. Skilled in **data entry** and **data analysis** with a proven history of **[Aspect of positive performance]**.

Seasoned Data Entry Operator with 3 months of experience building and maintaining electronic databases. Received and reviewed new written records, transcribed information into electronic databases, verified and validated new and previously-input data fields, prepared reports and contributed to refinement of data entry protocols. Detail-oriented professional effecting useful, accurate databases.

Detail-oriented in entering accurate data for needs. Read and quickly understand information found in source documents to complete efficient work. Effectively complete more than strokes per hour with no errors.

SKILLS

- Ability to type **[Number]** WPM
- Error verification
- Log book updates
- Data entry
- Data input
- Data collection
- Typing manuscripts
- Database updates
- Data auditing

EXPERIENCE

Computer Data Entry Operator, Data Entry Operator, December 2020-February 2021

GADARWARA, MADHYA PRADESH

- Reviewed **dataentry** and **data. Analysis of** source documents to locate required data for entry.
- Transferred completed work to **computerdata entry operators** for review and approval.
- Compiled, sorted and verified **[Type]** digital data against source documents.
- Adjusted or corrected data entries incorrectly input, identifying causes of data entry errors and contributing to revision of standard protocols to prevent future inaccuracies.
- Reviewed and updated account information in company computer system.
- Documented data entry completions in corresponding logbooks.
- Produced new orders in **[Software]** to manage samples and associated data.
- Reviewed database entries to verify regulatory compliance.
- Identified, corrected and reported data entry errors.
- Compiled data from source documents prior to data entry.

EDUCATION AND TRAINING

Bachelor of Arts

B.A., MAHARANA PRATAP VISVESVARAYA GADARWARA, GADARWARA MADHYA PRADESH November 2020

CERTIFICATIONS

- Certified PMKVY, - 2019