



# MOHD KHAN

## CONTACT

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## WEBSITES, PORTFOLIOS, PROFILES

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## EDUCATION

May 2014  
Bachelor Of Computer Applications:  
Warehousing And Inventory  
Management  
**Adarsh Inter College Rudauli**  
Ayodhya , Rudauli

## CERTIFICATIONS

- Licensed **data entry** - 08,to 05 Pm
- **shama enterprises** Training - same time
- Certified **Clerk operator** , **western union** - 09am to 05Pm

## LANGUAGES

**Arabic:** Native Speaker

**English:** B1  
Intermediate

**Hindi:** B2  
Upper intermediate

## PROFESSIONAL SUMMARY

Productive Data Entry Clerk with 3 years of experience accomplishing data entry projects on time and often ahead of schedule. Accuracy-driven when entering information by checking for errors. Extensive training and experience in tally.

Qualified Data Entry Clerk with 2 years of experience compiling and inputting data into systems. Committed to data integrity and accurate payment processing. Extensive experience with complex Western union database systems.

Systematic Data Entry Clerk with 2 years of experience in organizing and managing data. Trained in database systems management using various technology platforms. Efficient in overseeing project deadlines by prioritizing and communicating with teammates.

Talented Data Entry Clerk specializing in 1 database systems. Focused on working with teammates to collect and record data. Successful at completing large-scale projects under tight deadlines.

Hardworking Data Transcriber known for fast typing skills and exceptional focus. Adept at completing projects with minimal supervision. Offering exceptional communication and interpersonal skills.

Skilled Data Entry Operator with 2 years of experience in data processing. Focused on maintaining high-quality data and improving performance standards. Prioritizes professionalism, organization and efficiency. Results-driven Data Entry Clerk with 1 years of experience. Strong background in error detection and correction. Known for fantastic operator skills and professional, hardworking demeanor.

## SKILLS

- **Word processing**
- Proofreading
- Patient charting
- Maintains confidentiality
- Professional and mature
- **Mail handling**
- Dental terminology knowledge
- **Independent worker**
- Business administration
- Medical terminology
- Technical Support
- Administrative support
- Advanced Excel spreadsheet functions
- **Database Management**
- Insurance eligibility
- Performance improvement
- Office administration
- Schedule Management
- Bookkeeping

## WORK HISTORY

August 2016 - August 2019  
**Data Entry Clerk, Operator** , Ayodhya, India

- Scanned documents and saved in database to keep records of essential organizational information.
- Tracked and maintained records for **Type** department.
- Received incoming calls and handled data requests from internal stakeholders.