

# Md Khurshed Aalam

## Data Entry Clerk

Highly organized and detail-oriented Data Entry Clerk with a solid background in administrative support and data management. Proven ability to handle large volumes of data efficiently, ensuring speed, accuracy, integrity, and confidentiality. Proficient in Microsoft Office Suite, including Word and Excel, and various data entry tools. Strong organizational, problem-solving, and communication skills, with a team-oriented approach. Committed to maintaining accuracy and improving processes for efficiency. Looking to contribute data entry and administrative expertise to support business operations. .

✉ khurshed.eth@gmail.com

📍 shivpur Bujurg, kushinagar, India

🌐 linkedin.com/in/khurshd-alam

📞 +919919915907

📄 data-entry-ten.vercel.app/

## PROFESSIONAL EXPERIENCE

### Data Entry Operator

#### Pioneering The Future Pvt LTD

11/2023 - 01/2024

Noida

*It is a Product based company that provides online test platform for smooth exams test to all IIT, IAS, and SSC NEET and all aspirants*

##### Achievements/Tasks

- Created reports to summarize data entry activities
- Cross-checked data with source documents to ensure accuracy
- Met daily deadlines for entering and verifying data with an accuracy of 100%Utilized templates to standardize data entry processes
- Developed and implemented processes to improve data entry accuracy
- Developed and maintained filing systems for easy retrieval of data
- Performed data mining and extraction from multiple databases to compile

### Developer

#### Mintmaster Labs

11/2022 - 05/2023

Hyderabad

*Its an NFT Platform and Marketplace*

##### Achievements/Tasks

- Developed and tested web pages, ensuring optimal functionality, responsiveness, and performance
- Conducted UX design reviews, identifying and resolving bugs for cross-browser and cross-device compatibility.
- Documented test procedures, findings, and resolutions for compliance and future use.
- Tested user interactions, provided feedback, and ensured smooth page behavior.
- Partnered with global teams to integrate multiple business systems, supporting client product purchases, policy services, and customer support.
- Actively built strong client relationships and ensured availability via direct contact
- End To End Project Management.

### Education

#### BCA(Bachelor Of Computer Application)

08/2018 - 11/2021

Gorakhpur

*INSTITUTE OF TECHNOLOGY AND MANAGEMENT GIDA , Gorakhpur*

## SKILLS

Data Entry

Ms Excel

Microsoft Office

Customer Service

Computer Skills

Understanding of basic software

Typing

Database Management

ERP Software

Problem-Solving

Communication

## PROJECTS

### Customer Data Migration Project [🔗](#)

- Migrated 50,000+ customer records from an outdated CRM to a new cloud-based CRM system.

### Invoice Processing for Financial System

- Entered financial data from scanned invoices into an accounting system for a mid-sized enterprise

### Market Research Survey Data Entry

- Collected and entered responses from 5,000+ survey forms into a database for a market research study

### HR Employee Record Digitization

- Digitized paper records of 1,000+ employees into an HR management system

## ACHIEVEMENTS

### Data Entry

**Database Update :** Successfully migrated and updated over 50,000 records into the new database system without discrepancies. **High Accuracy:** Maintained a 99.9% accuracy rate in data entry, ensuring data integrity across multiple projects.

## LANGUAGES

ENGLISH

Full Professional Proficiency

HINDI

Full Professional Proficiency

## INTERESTS

WEB3

BLOCKCHAIN

CRYPTO