

Md Khurshed Alam

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. .

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🌐 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