JayaPrakash Boini

### Data Entry Operator

Service-focused and deadline-driven &amp; I am a highly organized and detail-oriented Data entry

operator with over 5 years of experience in data entry and customer service. I have proven track

record of quickly and accurately entering data into various systems, while also providing excellent

customer service.

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# WORK EXPERIENCE

## Process Lead (Documentation)

**UST Global** **05/2020 - 04/2024 Hyderabad, India**

Established over 25 years ago, UST Global is a Provider of digital Technology and Transformation, information Technology and services. Headquartered in Aliso Viejo, California, United States .

***Achievements/Tasks***

* Monitored and reported on transportation costs and ensured shipping documents were properly filed
* Entering customer and account data from source documents within time limits
* Compiling, verifying accuracy and sorting information to prepare source data for computer entry
* Respond to and manage all incoming and outgoing communication, including emails, phone calls, and letters.
* Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.
* Maintaining attendance Tracker of the team.
* Develop and carry out an efficient documentation and filing system
* Research and obtain further information for incomplete documents
* Scan documents and print files, when needed &amp; Keep information confidential
* Supervise employees and ensure company policies are followed (SOP)**SKILLS**

**Oracle ERP**

**Sales force**

**Decision Making**

**Typing Speed**

**Quick Understanding**

**Self Motivated**

**GoodCommunication**

**Documentation**

**Export**

**Sales support**

**Operations**

**Logistics**

**Order Management**

**MS Office**

**ACHIEVEMENTS**

**Appreciations (08/2014)**

**MOL Information Processing Services (India) Pvt. Ltd. MOL - A global shipping company**

* Received special appreciation from management for identifying HAZ Containers and making necessary arrangements for approximately 500- DC Containers/
* Received best Performance award for accomplishing the job in Turn Around Time (TAT)
* Been complimented by My supervisor and co-workers

# LANGUAGES

## Senior Analyst (Logistics Co-ordinator)

### **Sears IT & Management Services**

**03/2017 - 05/2020** **Hyd, India**

SEARS Holdings India Established in 2009 was an American holding Company headquartered in Hoffman estates, Illinois and It Operates a broad line retailer with full line and specially Retails stores in United states and Canada.The Company retails home appliances, as well as tools, lawn, garden, home electronics, and other products. Sears Holdings also provides automotive repair and maintenance.

**Achievements/Tasks.**

* Coordinated with Drivers/Operators to boost unloaded miles and reduce empty miles by 100 %
* Organized records of vehicles, schedules and completed orders.
* Coordinated Quarterly business reviews alongside senior management

# EDUCATION

## Bachelors of Commerce (B.COM)

### Osmania University

**06/2009 - 09/2012 Hyderabad, India**

**English**

Full Professional

Proficiency

**Hindi**

Full Professional

Proficiency

# INTERESTS

* Swimming
* Reading
* Travelling
* Cooking

**Telugu**

Native or Bilingual Proficienc*y*