

MD SAIF ALI KHAN

Data Entry Specialist | Exemplary Attention to Detail

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SUMMARY

Data Entry Specialist with 2+ years of experience in delivering high-quality data processing and entry tasks. Skilled in using Microsoft Office and handling large volumes of data. Successfully increased data efficiency by 25% at Google.

EXPERIENCE

Data Entry Operator

2021 - 2023

Blue Iris

Dubai, UAE

Specialized in processing and organizing data with high efficiency.

- Perform data entry, report preparation, telephone reception and payroll.
- Utilized advanced data entry tools to maintain a 99.9% accuracy rate.
- Successfully processed over 2500 forms a month leading to smooth data operations.
- Maintains quality service by following organization standards.
- Develop and create a more effective filing system to accelerate paperwork processing.
- And also experience in online gaming betting site (e.g. Deposit, Withdraw, Calling, etc.)

Office Assistant

2020 - 2021

Bangur Cement Pvt Ltd

Patna, India

Handled administrative duties while maintaining accurate data entry

- Greeted customers entering the office to ascertain what each customer wanted or needed.
- Responsibilities answered all incoming phone calls, inquiries, questions, billing.
- Heavy job costing data entry, answering customer question, responding any/all information pertaining to landscaping jobs that were performed.
- Helped customers locate products and checked store system for merchandise at other sites.
- I found my self wanting to learn all the new programs the job had to offers, very fast at typing and experienced with computers so I accomplished getting work done in a speedy manner.

EDUCATION

Beachelor Of Oriental College Patna City

2015 - 2018

The University of Bodhgaya

Patna, India

Masters Of Vedica Institute Of Technology

2018 - 2020

Rkdf University Of Bhopal, MP

Bhopal, India

LANGUAGES

English

Advanced



Hindi

Native



STRENGTHS

u Attention to Detail

Processed over 1000 forms a week in my previous role, ensuring all information was entered accurately and securely.

Organization Skills

Implemented an effective filing system that streamlined data retrieval by 30% at my current job.

Communication Skills

Effectively liaised with diverse teams and handled customer queries, contributing to a 20% increase in customer satisfaction.

SKILLS

Microsoft Office Data Entry

Data Processing

Data Review Strategies

Administrative Support

CERTIFICATION

Certified Data Management

Course taken from Data Management Association

Data Entry Essentials

Course taken from Coursera

PASSIONS

G Data Analysis

Passionate about understanding and interpreting complex data for improved business efficiency.

Hiking

Enjoy exploring nature and pushing my physical boundaries through regular hiking.