



STEFFI SOJ

Contact

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Personal Details

Date of Birth: 14/02/1999

Nationality : Indian

Gender : Female

Marital S. : Married

Passport Details

Passport No. : Y7115677

Date of Issue : 12/07/2023

Date of Expiry: 11/07/2033

Visa Status : Visit Visa

Languages

English

Hindi

Konkani

Marathi

OBJECTIVE

Detail-oriented and highly organized Data Entry professional seeking an entry-level position to utilize my strong typing skills and attention to detail to ensure accurate and timely data entry for a growing organization.

Experience

Worked in Surya electronic as a Data entry

2021-2023

Worked as cashier in D Mart India

Duties and Responsibilities

- Transfer data from paper formats into computer files or database systems using keyboards, data recorders or optical scanners
- Type in data provided directly from customers
- Create spreadsheets with large numbers of figures without mistakesVerify data by comparing it to source documents
- Update existing data
- Retrieve data from the database or electronic files as requested
- Perform regular backups to ensure data preservation
- Sort and organize paperwork after entering data to ensure it is not lost.

Skills

- Typing speed
- Typing accuracy
- Communication skills
- Time management
- Attention to detail
- Ability to research and collect data
- Understanding of basic software
- Self-motivation
- High level of concentration

Education

➤ BACHELOR OF SCIENCE

Declaration

I have declared that the above-mentioned is correct up to my knowledge and I bear the responsibility for the truthiness of the above mention particulars belief.

STEFFI SOJ