



## 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