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
Blue Iris

2021 - 2023
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 site (e.g. Deposit, Withdraw, Calling, etc.)

Office Assistant
Bangur Cement Pvt Ltd

2020 - 2021
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, biling.
- 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

Bechelor Of Oriental College Patna City
The University of Bodhgaya

2015 - 2018
Patna, India

Masters Of Vedica Institute Of Technology
Rkdf University Of Bhopal, MP

2018 - 2020
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.