





## PROFILE

Detail-oriented and efficient Data Entry Clerk with 3+ years of experience in managing and organizing office operations. Proficient in Microsoft Office Suite and various data management systems. Demonstrated ability to handle high volumes of data with accuracy and speed. Excellent organizational and multitasking skills, with a strong focus on meeting deadlines and maintaining data integrity. Eager to contribute to team success through hard work and attention to detail.

## CONTACT

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## HOBBIES



# UDAY BHANU SINGH

## DATA ENTRY OPERATOR

## EDUCATION

### 10th (Metric)

Board of Secondary Education,  
Rajasthan. June 2009

### 12th (Senior)

Board of Secondary Education,  
Rajasthan. June 2011

### Bachelor of Arts (Arts and Humanities)

University of Rajasthan. June 2014

### Master of Arts (Hindi Literature)

University of Rajasthan. June 2017

### RS-CIT, Computer diploma.

Vardhman Mahavir Open University,  
KOTA. August 2013

### PGDCA, Computer Degree.

Suresh Gyan Vihar University, Jaipur. June 2022

## WORK EXPERIENCE

### Xotik Travel And Forex Pvt. Ltd.

*Data Entry Operator (April 2024 to Present)*

**Role:** - Assembling, arranging and getting ready papers, materials and data for data input. Doing Research to gather data for missing papers and materials. Checking the accuracy of all documents and information and notifying the supervisor of any mistakes or discrepancies. Establishing frequent backups and digital databases to store data. Maintaining databases, archives and filling systems up to date. Database spreadsheets, documents and data reports as necessary.

## SKILL'S

1. Multitask.
2. Computer Proficiency.
3. Troubleshooting.
4. 10 Finger Typing.
5. Photo-copy, Mail, Print-out.
6. Passionate.
7. Able to work stand & sit for long periods of time.

## LANGUAGE

हिन्दी :- NATIVE.  
ENGLISH :- C1.

## PERSONAL INFORMATION

FATHER NAME: - LATE. RAMSWARUP SINGH.

DATE OF BIRTH: - 06 MAY 1992.

MARITAL STATUS: - MARRIED.

## ACCOMPLISHMENTS

I was honored with a certificate of appreciation for my excellent work. Apart from this, many times colleagues, team people and boss congratulated, patted on the back and clapped in respect.

## ADDITIONAL INFORMATION

I have also been a part of the NCC & Scout team.

### Modern Public Sr. Sec. School.

*Office clerk + stock in charge (06/2022 - 04/2024)*

**Role:** - as my role school office clerk I do students admission, manage students, School data offline/online. printout, scan, manage stationery stocks, time to time manage meetings, checking mails, timely update Database, maintain files/systems/office activities. (it's not an Accounts job). Managed maintenance and repairs of office Facilities and equipment.

### Government Senior Secondary School.

*Computer Instructor. (2021 - 2023, part time)*

**Role:** - it was a contract basis job. in this job my role was students Teach online/digitally. in this job I accept new challenges. Manage lab/ computer/ accessories/ internet/ students' performance/ Query / computer troubleshooting and many more.

### NIMS HOSPITAL.

*IPD - OPD Receptionist (2018 - 2018)*

**Role:** - National Institute of Medical Sciences (NIMS). My job here is to listen to people's problems and guide them. Preparing files of admitted patients. Preparing slips of outdoor patients. Behaving well with everyone in the hospital. Here, my colleagues and I worked together as a team with a spirit of mutual cooperation and service; It promotes one's Creativity, an environment which provides relief from mental stress and makes the surroundings enjoyable.

### Friends Computer's.

*Store Keeper (2015 - 2018)*

**Role:** - 3 years customer facing, shop management, Solve Customers problems, Computers assemble, Internet/ Printer/ System/ Computers Troubleshooting, hardware/ software/ Window installation. good relationship, responsibility, stock management, Product selling experience. Built customer rapport by identifying Specific needs and making appropriate product recommendations. Resolved complaints and product refunds with care and Professionalism, maintaining customer satisfaction. Stocked and restocked inventory upon delivery receipt, maintaining accurate supply records.

### Declaration: -

I hereby declare that all the information given above is true and correct to the best of my knowledge. All the information shared in the resume is correct, and I take full responsibility for its correctness. I solemnly declare that the information in this resume is true to the best of my knowledge and belief.

**UDAY BHANU SINGH**