**PADAKANTI**

**PADAKANTI.364558@2freemail.com**

# Data Entry Operator

-------------------------------------------------------------------------------------------------------------------------------**Educational Qualifications:-**

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Graduation: 2010-2013 at the Narendara Degree College, Armoor, Nizamabad, Hyderabad, Telangana, INDIA.

Intermediate: 2008-2010 at the Vijay Junior College M.P.C (61.60%), Armoor, Telangana, INDIA.

SSC: 1998-2008 at the Bhargavi Vidya Nikethan high School, (80.00%) Ankapoor, Nizamabad, Telangana, INDIA.

-------------------------------------------------------------------------------------------------------------------------------**Computer Skills: -**

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* Microsoft Office (Word, Excel, PowerPoint, Outlook)
* Computer Applications, Win XP, Windows 7, Windows 8, 8.1 & Windows 10

-------------------------------------------------------------------------------------------------------------------------------**Work Experience: -**

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* Current Position: **Data Entry Operator**: **Sterling Perfumes industries LLC Dubai**

Duration**: 2016 To 2017.**

* Position: **Process Associate**: **Orbit Bpo** **Services Pvt. Ltd**, Hyderabad.

Duration: 1Year 6 Months.

* Prepares source data for entry by opening and sorting mail; verifying and logging receipt of data; obtaining missing data.
* Records data by operating data entry equipment, coding information and resolving processing problems.
* Protects organization's value by keeping information confidential.
* Accomplishes department and organization mission by completing related results as needed. The responsibility of data entry operator is to check, verify the entries done by him.
* Entering information and files into specified files or forms from the recorded material or hand written pages is also the responsibility of data entry operators.
* To keep the records of different tasks, files and manage proofread reports is the also the responsibility of data entry operator

-------------------------------------------------------------------------------------------------------------------------------**Additional Skills: -**

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* Presentation (paper/computer)
* Driving
* Attended seminars (Intergraph Technology Day Seminars )
* Attended technical training workshops

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I hereby confirm to the best of my knowledge that the information above is true and valid specific Certificates and references if required would be provided on request.

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