**Hansraj**

**E-Mail:** [hansraj.374907@2freemail.com](mailto:hansraj.374907@2freemail.com)

**Data Entry Operations**

**(Client Partner )**

|  |  |  |
| --- | --- | --- |
| **Core Competencies**    ***Data Entry Operations***  ***General Administration***  ***Data Analysis***  ***Reporting & Documentation***  ***Client Relationship Management***  ***Team Management*** |  | **Profile Summary**      C:\Users\HP\AppData\Local\Microsoft\Windows\INetCache\Content.Word\hansraj photo - Copy (2).jpg   * Result-oriented professional with **nearly 3** **years** of experience in **Data Entry Operations** and **General Administration** * Expertise in preparing documents related to quality with a view to apprise management of process operations and assist in critical decision-making process * Proven capability in maintaining requirements by following data program techniques and procedures * Proficient in creating and maintaining reports for allowing the company to get information on daily business activities * Experienced in **designing reporting formats to provide accurate information in a clear and concise manner** as well as producing and supporting existing reports and processes * Gained exposure in medical terminology, telephone administration, office management, software administration and customer service * Possess excellent communication, relationship management, team building and analytical skills |

**Organisational Experience**

**Access Healthcare, Pune Since Sep’16**

**Data Entry – Client Partner**

**We Sales Leads, Pune Jan’14 – Jun’16**

**We sale leads nov 2017 current**

**Data Entry Assistant ( client partner )**

**Key Result Areas:**

* Conducting surveys and collecting data through interviews & questionnaires
* Contributing to improve customer satisfaction & relationship between company & clients
* Storing medical information electronically which improves speed, quality, safety, coordination & cost of patient care
* Answering phone calls and resolving problems with orders
* Managing confidential information in line with the companies security protocols; maintaining customer confidence by keeping files, documents & other information (*patient’s fax number & phone number*) confidential
* Meeting, greeting and attending clients at reception desk according to their needs
* Answering phones, keeping a calendar & arranging appointments with clients

**Highlights:**

* Verified accuracy of data before it is entered
* Located and corrected data entry errors
* Sorted and arranged books into different categories

**Academic Details**

* **M.Com.** from University of Pune, Pune in 2013
* **B.Com.** from University of Pune, Pune in 2011

**Personal Details**

**Date of Birth:** 05th January 1988

**Languages Known:** English, Hindi and Marathi