

**NAZRUL**

**DATA ENTRY OPERATOR**

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|  | Email: nazrul.383091@2freemail.com  |
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**Objective**

To become a Data Entry Operator I will use my skills, previous experience to improve company policy. I have great opportunities to make career in your reputed company, for that I will work hard and try to improve company strategy. To meet business goals and deadline I will make changes in the policy of the company. I have adaptable skills to adapt new strategy, methods, and techniques to meet business deadline I will make changes in the policy of the company. I have adaptable skills to adapt new strategy, methods and techniques to meet business deadline and achievement. For strong position Data Entry Operator in a progressive and dynamic company, where I would employ my current skill, while being challenged to increase my capability.

**Summary of Qualifications**

* Proper knowledge of data entry and office administration.
* Proficient in developing office procedures and forms to improve efficiency and Admin supports
* Proven ability to synthesize large amounts of information from multiple sources to create cogent, highly readable documents.
* Outstanding communication skill with variety of professionals, staff and clients.
* Excellent command over oral and written English language.

**Professional Experience**

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| CEMENT MANUFACTARING COMPANY LIMITED, Meghalaya, India | **2014 to 2018** |
| **Data Entry Operator Four Years Experience (Administration)** |  |

* Performed data entry, report preparation, Admin Assistance, Ms word, Ms excel etc.
* Executed counteractive actions and conducts presentation evaluations Databases Data maintenance.
* Explored security vulnerabilities in data entry system and procedure Administrative supports and Data Analys

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| INDIAN GOVERNMENT CENSUS | **2012 to 2014** |
| **Data Entry Operator** |  |

* Monitored systems and technology to allow for full support for the data entry and customer support requirements Data Maintenance,
* Assisted in the development of and adherence to a dynamic capacity plan for Data Entry, Databases,

**Education**

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| **Bachelor’s Degree, Bachelor’s of Arts** | **2011** |
| ASSAM UNIVERSITY SILCHAR, ASSAM, INDIA |  |
|  | **OTHER QUALIFICATION** |  |  |
| **One Years Certified Industrial Computer Accountant for *ICA*, Silchar- India** | **2010** |



**Skills**

• Confidential Correspondence & Data Entry and Data Analysis

• High Volume Schedule Maintenance Admin supports

• MS Word, MS Excel

• Document Creation & Maintenance

• Prepared documents for data entry

• Administrative Support

• Recorded all tasks and activities

• Strong experience of data entry

• Typing & Data Entry

• Software Entry and Data Analysis

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|  | ***Personal Information*** |
| **Name:** Nazrul  |  |  |  | **Date of Birth:** 20thFeb 1986 |
| **Sex:** Male |  |  |  | **Nationality:** Indian |
|  |  | ***VISA STATUS*** |
|  |  |  |  | **Long Term Visit Visa** |
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***COVER LETTER***

If you’re looking for job as a Data Entry Operator, you’ll want to put the most effective job seeking to work. In order to help you with this, we have compiled a list that keeps on your track.

* Stay positive. Having position mindset is one of the most important aspects of job seeking. As it allows you to keep everything in perspective and remember that your unemployment is only temporary.
* Find a part time gig. If you feel burdened by the financial stress of unemployment, you can always find part time work. Plus, you never know where these part time opportunities could lead.
* Make a plan yourself. Set goals that can be accomplished on a daily or weekly basic. This will allow maximizing your time and productivity. For instances, you could try sending out a certain amount of cover letter per week.
* Connect with your network. Don’t hesitate to reach out of personal or professional contacts that could lend insight into the job market. These meeting will be of great value, and your never know where your next lead could come from.
* Make use of social media. Website such as Facebook, Twitter, and LinkedIn are great ways to expand tour network. Keep in mind that employers also use these sites to learn more about potential applicants.