**MOHIT KUMAR**  
 Nangloi

Najafgarh Road Delhi - 110041  
Mobile: 8076860406

Email:mohitkumar51k@gmail.com

***Career Objective:***

I have experience as a data entry operator for more than three years to be honest with work try to achieve my best effort looking for a challenging career in a professionally managed organization with an excellent work environment offering professional development and growth opportunities where i could apply my skills and existing experience.

***Summary of Skills:***

* Skills Strong experience of data entry
* Excellent typing speed, accuracy, and data interpretation skills
* Remarkable organizational, computer, and time management skills
* Ability to work with numerical and alphabetical data
* Honest, professional, and hard-working person

***Education Qualification*:**

* 10th passed from Central Board of Secondary Education
* 12th passed from Central Board of Secondary Education

***Work Experience:***

**Data Entry Operator**  
Web Guruh Digital Marketing Pvt. Ltd, Rohini, DL  
Aug 2017 – Mar 2018

MainResponsibilities**:**

* Maintained accurate and useful database records.
* Perform general data entry using Microsoft Excel and Word.
* Manual data input from paper-based sources into the electronic system.

**Operations Executive**InstantPay, Sarita Vihar, DL  
May 2018 - July 2019

MainResponsibilities**:**

Worked as a documents verification executive

* Maintain online reporting system & MIS.
* Handling calls & resolved costumer queries.
* Collect required verification documents and also monitor the verification documentation database by reviewing documents that are submitted and/or uploaded.
* Monitoring all Dummy accounts
* Review Daily Accounts opened & Reporting

**Data Entry Operato**r

iTech Creators Pvt. Ltd, Patel Nagar, DL

Aug 2019 - Sep 2020

MainResponsibilities**:**

* Verified, updated and corrected source documents.
* Ensuring all the information on the system is accurate and up-to-date.
* Reviewing data for deficiencies or errors, correcting Any incompatibilities and checking output.
* Listing on website.

**Data Entry Operato**r

Technotrade Ventures, Noida,UP

Feb 2020 - Dec 2020

MainResponsibilities**:**

* Type information from scanned images and

hard copy files proficiently and accurately entering it into

computer databases.

***Skills:***

* Ability to type a minimum of 35 WPM.
* Experience with Microsoft Office (Microsoft Excel, Microsoft Word)
* Experience using office equipment, like Xerox Machine and Scanner
* Data Cleaning, Web Searching, Data Mining, Email Handling

***Hobbies:***

* Traveling
* Gaming
* Exercising and healthcare
* Photography

***Personal Information:***

* Date of Birth : 22/11/1997
* Nationality : Indian
* Marital Status : Single
* Languages : Hindi, English

***Declaration***:

All information in this resume is right and truthful to the best of my knowledge and faith.

Date & Place (MOHIT KUMAR)