**Manish Pandey**

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**Objective**

An individual having deep knowledge of data entry with good experience seeking for a job as a Data Entry Supervisor in an organization that will allow me to utilize my previous knowledge.

**Summary of Qualifications**

• Proper knowledge of data entry and office administration.

• Proficient in developing office procedures and forms to improve efficiency.

• 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**

ABC LTD, BANGALORE 2009 to Present

**Data Entry Supervisor**

• Performed data entry, report preparation, telephone reception, and payroll.

• Executed counteractive actions and conducts presentation evaluations.

• Explored security vulnerabilities in data entry system and procedures.

• Analyzed data entry systems and prepared recommendations for system-wide improvements.

• Offered leadership, direction, and guidance in data entry.

ABC PVT LTD, BANGALORE 2007 to 2009

**Data Entry Supervisor**

• Monitored systems and technology to allow for full support for the data entry and customer support requirements.

• Assisted in the development of and adherence to a dynamic capacity plan for Data Entry.

• Participated in planning daily and weekly servicing activities and adjusted strategies to achieve SLAs within available and budgeted resource constraints.

• Resolved inquiries for all clients, directly and through Client Account Executive.

• Entered sales, purchasing, and payroll data for a chain of five retail stores

**Education**

**A.S., Computer Science** 2006

ABC COLLEGE, BANALORE

**Skills**

• Confidential Correspondence & Data

• High Volume Schedule Maintenance

• Editing & Proofreading

• Written & Oral Communication

• Document Creation & Maintenance

• Information Resource

• Knowledge of Office Equipment (Copier/Fax)

• Administrative Support

• Alphanumeric Filing

• Shorthand 80 WPM

• Typing & Data Entry

• Efficiency Improvements

Reference available upon request