



RAKIBUL ISLAM SARKAR

COMPUTER DATA ENTRY OPERATOR

Accurate and fast learning Data Entry Clerk with skills in planning and organizing and the ability to complete tasks on deadline. Having 4 years of career experience in administrative office work. Extremely professional typist exceeding, with the strong desire to work hard and perform well. Currently looking for a company where I could successfully meet the challenges of a fast-past environment providing data entry and administrative support to a large department.

EXPERTISE

- Microsoft Word
- Microsoft Excel
- Microsoft Powerpoint
- Typing, Data entry
- office Administration & Bookkeeping
- Strong communication skills
- database management, CRM, ERP

EDUCATION

2019 - 20122

National University

Bachelor of Business study (Degree)
In progress last year

2017 - 2018

Government College

Business study (HSC)

LANGUAGE

English

Hindi

Bangla

WORK EXPERIENCE

2020 - 2022

Data entry operator

- Create notes of tasks, files, and progress
- Obtain further information for documents that are deemed incomplete
- Survey reports and sheets of data
- Correct, verify, and delete non-required data and combine data from several different sources.
- Transfer data from paper formats to computer files or database systems utilizing keyboards, data recorders, or optical scanners.
- Compare data to source documents to ensure accuracy.

2018 - 2020

Data entry operator

- Calls & Social Media Management
- Web Research
- Data Entry (online + offline)
- Data Collection & Extraction
- Presentation of Data in tabulation and • other Statistical formats
- Typing, Editing & Copy Paste
- Proficient in MS Office & MS Project
- Data conversion from/to PDF <> MS word/Excel JPEG to any format and scan documents service

CERTIFICATE

Computer

Bangladesh computer since
education technology society
2017

Project Management

Robi 10 minit School Muktopath
2020

CONTACT

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