**Mini Stephen**minstp@hotmail.com

**Laloor road, Elthuruth Thrissur kerala India**

**OBJECTIVE:**Seeking a Data Entry Operator position utilizing extensive typing ability.

**MAJOR QUALIFICATIONS**

• Over 1 year’s data entry and administrative experience  
• Typing Speed: 60 WPM  
• Highly skilled in operating a variety of office machines and equipment such as computer, scanner and copier  
• In-depth knowledge of MS Office applications (Word, PowerPoint and Excel)  
• Proven record of using honesty and discretion when handling business information  
• Demonstrated ability to use office equipment with a high degree of accuracy and efficiency

**CORE COMPETENCIES**

• Relationship building  
• Proactive approach  
• Problem solving and decision making

**PROFESSIONAL EXPERIENCE**

Sharon Offset Printers 1 year

**Education**

Bachelors Degree

**Data Entry Operator**

• Perform general data entry using Microsoft Excel and Word.  
• Input data into a variety of computer programs with pace and correctness  
• Perform a wide variety of secretarial tasks in support of the business  
• Answer phones and create notifications in the system

• Performed data entry-alpha and numeric data entry to add new records, verify, correct, edit, and change  
• Utilized scanner,telephone and printer to perform tasks

**ADDITIONAL CAPABILITIES**

• Able to perform other clerical duties as needed  
• Positive attitude and excellent interpersonal skills  
• Demonstrated ability to maintain good manners and efficiency in routine professional relationships