

Data Entry Operator

GOLU KUMAR
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OBJECTIVE

Motivated and detail-oriented individual seeking a Data Entry Operator position to utilize my fast typing skills, accuracy, and ability to manage large volumes of data. Eager to contribute to a team-oriented environment and grow within the organization.

SKILLS

Typing speed: 70 WPM with 99% accuracy Proficient in MS Excel (VLOOKUP, Pivot Tables), Word, and data entry tools

EXPERIENCE

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PROJECTS

EDUCATION

Degree / Course	University / Board	Percentage / CGPA	Year of passing
10 th	B.S.E.B. PATNA	54.8	2017
12th	B.S.E.B. PATNA	60	2019
Graduation	MUNGER UNIVERSITY MUNGER	60	2023

ADDITIONAL PERSONAL INFO

Address	Dakra Satkhajuriya
Languages	Hindi, English
Date of Birth	05/04/2001
Marital status	Unmarried
Nationality	Indian
Religion	Hindu
Gender	Male