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