



Mohammed Taha

Data Entry Operator(DEO)

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PROFILE

Additional hardworking and focused with a superior work ethic and customer service skills set. Superb multitasker able to handle a high volume of simultaneously clerical office tasks with the highest degree of professionalism and accuracy.

SKILLS

MS Word	● ● ● ● ●	Types 9200 KPH	● ● ● ● ●
Efficient and timely	● ● ● ● ●	Fluent Vocabulary	● ● ● ● ●
Knowledge with Computers	● ● ● ● ●	Pleasant Disposition.	● ● ● ● ●
Ability to Persuade	● ● ● ● ●	Good Comprehension	● ● ● ● ●

EDUCATION

07/2018 – 06/2021 Himachal Pradesh, India	Bachelor of Commerce, IEC University <ul style="list-style-type: none">• Top 20 percentile of the class
06/2017 – 06/2018	XII Class, NIOS <ul style="list-style-type: none">• Achieved 60 percentage.• Lead the cricket team and won the trophy.
07/2014 – 06/2015 Meerut, India	X Class, Meerut Public School <ul style="list-style-type: none">• The overall CGPA I got is 7.• Captain of the cricket team in school.

CERTIFICATES

- Times person of the year 2006
- Basic of Computer

PROFESSIONAL EXPERIENCE

06/2018 – 07/2021 Meerut, India	Data Entry Operator <ul style="list-style-type: none">• Assembled data from Data Collector transmissions or field documentation and entered data into web-based software.• Verify for 3 Operators; delete data errors and enter corrections as needed.• Organize source data from printed applications and code, input, and record bank information.
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