ARVIND KUMAR

Computer Operator

+91 9792883317 arvitechlmp@gmail.com Lakhimpur, India

SUMMARY

I am a detail-oriented data entry clerk with proficiency in Tally software and data verification. I have a demonstrated ability to process large volumes of data with accuracy, contributing to efficient reporting and effective team collaboration

EXPERIENCE

Data Entry Clerk

Wellfare and illustration of needy gramin society

10/2023 - 04/2025 Prayagraj, IN

- Entered data into company database with high attention to detail
- Verified accuracy of information against source documents diligently
- Processed large volumes of paperwork efficiently and accurately

Tally Operator

Jeevan Trading Company

12/2022 - 09/2023 Lakhimpur, IN

- Recorded and organized data for financial transactions and accounts
- Accurately entered data into Tally software from various sources
- Assisted in preparing reports for management review and analysis
- Maintained accurate logs of daily operations and inventory levels

Computer Operator

UP Co-operative Union

10/2021 - 11/2022 Lakhimpur, IN

- Collaborated with team members to ensure timely task completion and communication
- Utilized specialized software tools for data entry and report generation
- Documented job processing requirements and data flow for applications
- Input data from multiple sources and output data to various forms of physical media

FSE/Sales Promoter

Bhartiya Airtel LTD

04/2020 - 08/2021 Lakhimpur, IN

- Educated customers about Airtel services and benefits effectively
- Collaborated with team members to enhance promotional strategies
- Conducted market research to identify customer preferences and trends
- Provided excellent customer service by answering questions, solving problems, and responding to inquiries

STRENGTHS

Data Entry and Verification

Data Entry and Verification

Detail-oriented

Detail-oriented data entry clerk proficient in Tally software and data verification

CERTIFICATION

CCC

KEY ACHIEVEMENTS

Data Processing Efficiency

Demonstrated ability to process large volumes of data accurately, contributing to efficient reporting and team collaboration

SKILLS

Data entry · Dataflow · Excel · Tally · Gmail · Mechanics

EDUCATION

Electronics Mechanics

Govt. ITI Lakhimpur

2018 - 2020 Lakhimpur

Intermediate

A V K M G I C Katghari S Singh Bahraich

2016 - 2018 Bahraich

High School

K H S School Khaiyan Basaha Kheri

2014 - 06/2015

Vill Khaiyan Post Basaha Mafi