

## **Ankush Vishwakarma**

Address: District–Anuppur (M.P.)

Mob No: 9302110982

Email ID: [ankushvi2002@gmail.com](mailto:ankushvi2002@gmail.com)

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### **Professional Summary**

Detail-oriented and enthusiastic Data Entry Operator with 6 months of experience in accurate data entry, data management, reporting. Proficient in typing and data processing software. Strong time management and prioritization skills.

### **Experience**

Data Entry Operator

MRF Limited

April 15, (2024) Present

Plant Technical Department in Wheel Test Lab.

### **Responsibility**

- Performed high volume data entry tasks with accuracy.
- Follow quality assurance procedures to ensure data accuracy.
- Organized and maintained data using various software and tools.
- Collected data for report and provided updates to management.

### **Education**

- 10<sup>th</sup> in 2019
- 12<sup>th</sup> science in 2021
- Diploma in Computer Application In 2024

### **Skill**

- ❖ Fast and accurate typing (x ward)
- ❖ Date management and analysis
- ❖ Proficient in Microsoft Excel, Word, Power Point and other software
- ❖ Attention to detail
- ❖ Problem solving and communication skill
- ❖ I am quick learner and hardworking.