

Pavan Kumar N

Data Co-ordinator

Hardworking Data Transcriber with 3 years of experience known for fast typing skills and exceptional focus. Adept at completing projects with minimal supervision. Offering exceptional communication and interpersonal skills.

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📍 Bengaluru, India

WORK EXPERIENCE

Data Entry Operator

Reliance Retail Private limited, Tumkur

11/2017 - 06/2018

Tasks

- Entered numerical data into databases with speed and accuracy using 10-key pad.
- Verified data files prior to entry to maintain high data accuracy.
- Compiled data and reviewed information for accuracy prior to input.

Data Entry Operator

Ekart logistics (Flipkart), Bengaluru

07/2018 - 01/2019

Tasks

- Performed daily inspection rounds throughout facilities to check on products.
- Documented findings and produced reports to aide management in assessing and correcting quality concerns.
- Performed daily inspection rounds throughout facilities to check on products.

DATA COORDINATOR SUPPORT

INSPIRATION MAN POWER

CONSULTANCY (Seven Seas Ship Supply LLC (Dubai)

03/2019 - Present

Tasks

- Sorted and processed incoming reports before putting data into processing software.
- Managed large data projects, including workflow scheduling, data entry and accuracy verification.
- Prepared functional and technical documentation data for warehouses.
- Mapped data between source systems and warehouses.

EDUCATION

Industrial Training Institute (ITI)

SIDDAGNGA INDUSTRIAL TRAINING INSTITUTE, TUMKUR

08/2015 - 08/2017

SKILLS

Excel formulas

Mail handling

Identifying errors

MS Office

Customer service

Computer proficiency

Typing

Data collection and reporting

Code cracking

GTL

VLOOKUP

LANGUAGES

Kannada

Native or Bilingual Proficiency

English

Professional Working Proficiency

INTERESTS

Trekking

Photography

Playing Cricket

Reading

Gym workout