



# DINESH KRISHNAN K

## DATA ENTRY OPERATOR

### OBJECTIVES

- To grow in an existing, rewarding and a forward thinking organization with a challenging work environment where in vast reserve of skill can be optimally utilized towards the success and efficient growth of business unit whilst me scope for new learning opportunities.
- Track record of maintaining high work standards in a fast-paced environment with constantly changing priorities.
- Well-developed analysis skills resulting in efficient resolution of problems and inconsistencies with data.

### WORK EXPERIENCE

#### DATA ENTRY OPERATOR

2021- 2022

#### Goshope Infomatics Pvt.Ltd.

#### Roles And Responsibilities:

- Gathering, collating, and preparing documents, materials, and information for data entry.
- Conducting research to obtain information for incomplete documents and materials.
- Creating digital documents from paper or dictation.

#### DATA ENTRY OPERATOR

2017- 2021

#### HDFC Bank

#### Roles And Responsibilities:

- Reviewing all documents and information for accuracy and informing the supervisor of any errors or inconsistencies.
- Capturing data into digital databases and performing regular backups.
- Updating and maintaining databases, archives, and filing systems.

### SKILLS

- Problem solving
- Multitasking
- Communication
- Attention to details
- Accuracy

#### Technical skills

- MS Office

### CONTACT



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Pass Port Number : V 3058423

VISA Type : Visit

Date of Birth : 20 Aug 1990

Sex : Male

Nationality : India

Marital Status : Married

### EDUCATION

#### BACHELOR OF MATHEMATICS

Panjab University

2014

#### Diploma In Industrial Safety & Construction Safety Engineering

2010

### INTERESTS

- Listening Musics
- Traveling
- Sports
- Driving

### LANGUAGES KNOWN

- ENGLISH
- HINDI
- MALAYALAM