

RAM CHANDER

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SUMMARY

Positive and friendly nature with Supervisor + Data Entry in computer experience of 13 years in administrative office work. Highly proficient typist exceeds 12500 keystrokes per hour. Adept in the use of transcription equipment and software and knowledgeable in coding. Possesses excellent communication skills and laser-focus on details.

EXPERIENCE AS SUPERVISOR / DATA ENTRY

From June, 2009 to Current Date (13 Years 1 Month)

- Typing Speed in English 45 wpm / 11250 kph.
- Entered numerical data, codes and text from source material into computer-compatible storage and processing devices.
- Created and maintained spreadsheets using Excel.
- Organized billing and invoice data and generated revenue reports for controllers.
- Scanned documentation and entered into database.
- Identified errors in data entry and related issues, reporting to supervisors for resolution.
- Organized files, faxed reports and scanned documents into document management system.
- Compiled and documented statistical information for monthly reports.
- Prepared payroll documentation by entering data into cumulative payroll document.
- Performed data updates on information in company system.
- Established excellent working relationships with management and administrative staff.
- Processed confidential form information, coded fields and organized according to established classification system.
- Responded to requests for adhoc data searches, office memo drafts or reference retrievals.
- Transcribed data after verifying information to deliver projects with faultless accuracy.
- Verified and logged deadlines in response to daily inquiries and requests.
- Verified and updated account information in company computer system.
- Assisted with answering phone calls and emails and delivering mail to support administrative staff.
- Reviewed daily customer orders and input data into system.

EDUCATION & QUALIFICATION

2021	Master of Arts in Mass Communication from Kurukshetra University, Kurukshetra, Haryana India.
2009	Bachelor in Commerce from Kurukshetra University, Kurukshetra, Haryana India.
2005	Higher Education (12 th) from Haryana Board of School Education, Bhiwani, Haryana, India.
2003	Matriculation (10 th) from Haryana Board of School Education, Bhiwani, Haryana, India.

PERSONAL DETAILS

- Nationality : INDIAN
- Date of Birth : 30-03-1987
- Passport No : W2578290
- Passport Expiry : 11-08-2032
- Existing Visa type : Tourist Visa for 90 Days
- Expiry date of Visa : 11-12-2022
- Marital Status : Married

LANGUAGES

- Speaking Reading and Writing in English, Hindi, Punjabi.

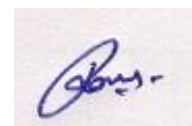
SKILLS

- 50 WPM / 12500 KPH Typing Speed
- Transcript typing
- Case management
- Data entry documentation
- Mail management
- PC proficient
- File maintenance
- Office management software
- Knowledge of Microsoft Office
- Routine correspondence
- Scheduling and diary management
- Directing visitors
- Documentation and reporting
- Spreadsheet development
- Billing forms
- Records management systems
- Tracking documents
- Administrative operations
- Information compiling
- Cash deposit preparation
- Strong interpersonal skills
- Inventory supplies
- Interpersonal communications
- Accounting skills

DECLARATION

I hereby declare that the information stated above are true and correct in the best of my knowledge.

Dated 15/09/2022



(Ram Chander)