

# NITHIN.T.S.



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## **Professional Summary**

Productive Data Entry Operator adept in managing diverse databases and ensuring continuous accuracy. Well-versed in Data entry. Strong aptitude for Technical Writing and Data Entry with demonstrated success in quickly identifying and correcting discrepancies. Organized and efficient Data Entry Clerk with 6 years of experience in data organization, proofreading and word processing. Multi-talented in smoothly handling office administration support tasks. Team player works to support group efforts to meet critical deadlines.

## **Skills**

- ♦ Computer Skills
- ♦ MS Office Word, MS Office Excel, MS Office PowerPoint, Certificate in Word Processing and Data Entry, Video Editing, Sound Mixing.
- ♦ Graphic Design-Logo Design, Brochure Design, Print Design, Banner Design.

## **Work History**

November 2016-August 2022 Data Entry Operator | Upwork (Online job Site) |

- ♦ Remote Completed data entry tasks with accuracy and efficiency.
- ♦ Scanned documents and saved in database to keep records of essential organizational information.
- ♦ Entered numerical data into databases with speed and accuracy using 10-key pad.
- ♦ Verified data files prior to entry to maintain high data accuracy.

August 2015-May 2016 Technical Content Writer | Bustocks(Startup Company) |  
Thiruvananthapuram

## **Education**

Bachelor of Computer Application: Computer Application National College, Kerala  
University, Ambalathara, Manacaud  
Passed with 67.5 percentage.

November 2016 Certificate in Word Processing And Data Entry: Word Processing And  
Data Entry Kerala State Rutronix

