

SUMMARY

Careful and meticulous with dedication to accuracy. Proven history of working closely with team members to complete safe and effective data management. Skilled at digitizing documents, modernizing systems and organizing data for optimized productivity.

SKILLS

- Data Entry
- Mail handling
- Office Administration
- Staff Assistance
- Excellent customer service
- Order Receiving
- Receiving Shipments
- Customer Assistance

EXPERIENCE

DATA ENTRY OPERATOR | 10/2017 to 06/2019

United Spirit Ltd - Kamrup Metropolitan

- Verified stock inventory and maintained records of items in the System.
- Received and processed incoming orders, ensuring accuracy of information.
- Reported any damaged items or discrepancies in shipments to supervisor immediately.
- Inspected returned merchandise for damages before restocking shelves properly.
- Completed day-to-day duties accurately and efficiently.
- Prepared summaries of daily work completed for review by supervisors.

STORE ASSISTANT | 03/2013 to 10/2017

Netcafe Xerox Centre - Kamrup Metropolitan

- Stocked shelves, organized displays, and rotated merchandise for freshness.
- Greeted customers and provided assistance with product inquiries.
- Assisted customers in finding desired products throughout the store.
- Verified accuracy of incoming shipments by comparing contents against invoices and purchase orders.
- Welcomed customers, offered to help locate items and suggested merchandise without being intrusive or pushy.

EDUCATION

Ganesh Mandir H S School - Guwahati

High School Diploma

06/2005

LANGUAGES

Hindi: First Language

English:

B1

Intermediate (B1)

TRAINING

Basic course in computer.
Working Knowledge in SAP.