

Data Entry Operator Resume Example

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Objective

Seeking positions as data entry operator for BTS Company, Ltd. With experience and ability work a shift system and also work from home with online systems.

Strength

- Handy and dynamic
- Responsible and honest
- Self confidence
- Good problem solving
- Good attitude and personality
- Ability to comply with the minimum working time standards are set by the company

Work Experience

June 2010- August 2011

Data Entry in WeEnergies Company, New York City, New York

Tasked to sort and classify data, enter a new entry, re-write the complete list of customer data from one form to another form, and helps companies document categorization. Besides it is always ready to accept another assignment from the supervisor of technical terms related companies such as photocopying, re write the document, and send the facsimile.

Dec 2009-April2010

Internship in Travince Electrolytic Devices

Doing all the work associated with the technical and operational help the company's daily.

Skill

- Typing 50 wpm
- Interpersonal skills
- Good communication, both oral and written

Technical Skill

- Computers and the internet, using a computer application program Microsoft Word, Microsoft