

RESUME

Name: - Neha Walia

Address: - A3/318 Nand Nagri, Mandoli Road-110032

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Job Objective

To obtain a responsible position as a Data Entry Operator where I can utilize my fast typing skills, attention to detail, and proficiency in MS Office tools to contribute towards organizational efficiency and accuracy while continuously learning and growing in a professional environment.

Work Experience

Company: Shri **Maa Vaishnavi Associates Delhi (Shahdara)**

Duration: **Present**

Profile: **1.) two year exp. as a telecaller in collaction agency**

2.)Back Office Executive – Data Entry

Key Responsibilities:

- Entered, updated, and maintained accurate data in company systems and spreadsheets.
- Performed data verification to ensure correctness and completeness of entered information.
- Managed physical and digital records in an organized manner for easy retrieval.
- Converted data from PDF documents and handwritten sources into digital formats.
- Handled sensitive and confidential information with integrity and accuracy.
- Prepared daily and weekly reports using MS Excel and Google Sheets.
- Coordinated with team members and supervisors to clarify data inconsistencies.
- Maintained a high level of accuracy (98%+) and typing speed (40+ WPM).
- Assisted in back-office tasks such as printing, scanning, and filing of documents.
- Ensured timely completion of assigned tasks while maintaining quality standards.

SKILLS

- Fast and Accurate Typing (40+ WPM)
- MS Excel (Data Entry, Sorting, Filtering)
- MS Word (Document Formatting)
- Google Sheets & Docs
- Data Verification & Validation
- File Management & Record Keeping
- PDF to Word/Excel Conversion
- Email Writing & Communication (Gmail/Outlook)
- Time Management
- Attention to Detail
- Internet Browsing & Online Research
- Ability to Handle Confidential Data
- Team Collaboration & Task Coordination

EDUCATION

	Degree/Course	Board Marks/CGPA	Year of Passing
INTERMEDIATE	CBSE Board	62%	2014
HIGH SCHOOL	CBSE Board	58%	2016
DELHI UNIVERSITY	Bachelor of Arts (B.A)	50%	2020
IGNOU	Masters of Arts (M.A)		Pursing

HOBBIES

- Reading Novels
- Listening Music.

PERSONAL DETAILS

- FATHER NAME: - Mr Virender Singh Walia
- MOTHER NAME: -Mrs Nirmla Walia
- DATE OF BIRTH: - 15/10/1999
- MARITAL STATUS: - Unmarried
- GENDER: - Female
- NATIONALITY: - Indian
- LANGUAGE: -Hindi, English

DECLARATION

"I hereby declare that the above cited information is true to the best of my knowledge and belief, if given a chance, I can prove myself".

Neha Walia