

# Deepanjan Moni



## Summary

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Dynamic and detail-oriented **Data Entry Specialist** with around **4 years of experience** in data management, data verification, and database maintenance. Proven track record of **accurately handling large volumes of data while maintaining high levels of data integrity and meeting tight deadlines**. Skilled in **MS Excel, Google Sheets, CRM systems, data analysis, and reporting**. Seeking to leverage strong **organizational skills, attention to detail, and data management expertise** to support operational efficiency and data accuracy within a growth-focused organization.

## Skill Highlights

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- Data Analysis & Visualization: Excel, Power BI
- Database Management: MySQL
- Automation & ETL: Power Query
- Statistical Analysis: Hypothesis Testing
- Data Cleaning
- Soft Skills: Problem-Solving, Critical Thinking, Communication Attention to Detail

## Experience

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Designation: **Back-office Executive**

Duration: **September 2021- April 2025**

Department: **Operations**

Company: **Full spectrum Solutions Pvt Ltd**

Location: **Pune, India** (Remote)

- Managed multiple US process projects involving data entry, validation, and quality checks, ensuring high accuracy and zero critical client errors.
- Contributed to business growth by maintaining consistent reporting quality, leading to team expansion from 2 to 6 resources per project.
- Processed and validated large datasets daily while maintaining data integrity and compliance standards.
- Prepared daily, weekly, and monthly MIS reports using Advanced Excel (VLOOKUP, Pivot Tables, Charts) for performance tracking and trend analysis.
- Designed Excel dashboards to present KPIs and operational metrics to clients and internal stakeholders
- Improved reporting accuracy by analyzing discrepancies and streamlining data processes.

- Administrative work.
- Data Research Work.

Designation: **MIS Executive**

Duration: **February 2020- February 2021**

Department: **Operations**

Company: **VA Talks Services Pvt Ltd**

Location: **West Bengal, India**

- Cooperate with designers to create clean interfaces and simple, intuitive interactions and experiences.
- Working with Visual Builders like **Divi**, Ele mentor.
- Converting Pdf to Html file.
- Creating posts, pages in WordPress.
- Develop project concepts and maintain optimal workflow.
- Work with senior developer to manage large, complex design projects for corporate clients.
- Complete detailed programming and development tasks for front end public and internal websites.

- Carry out quality assurance tests to discover errors and optimize usability.
- Creating **Image slider** using Java Script
- Generating leads for clients.
- Administrative work.
- Data Research tasks.

Designation: **Teaching Faculty/ Marketing executive**

Duration: **April 2018- January 2020**

Department: **Education**

Company: **Cyber World**

Location: **West Bengal, India**

- Motivating Students to educate themselves with basic computer knowledge.
- Managing School campaigning, coaching classes demonstrations.
- Taking classes and educating students with basic computer knowledge which includes Office Package, Tally, DOS

## Education

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Master in Computer Applications: **2017, Dr. B.C Roy Engineering College**, Durgapur

Bachelor in Computer Applications: **2014, NSHM**, Durgapur

## Certifications

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Employee Management System (IBM): **Advance Java**

Automated Teller Machine (Dr. B.C Roy Engineering College): **Visual Basic, MS Access**

Examination Enrollment Management System (Dr. B.C Roy Engineering College): **PHP, HTML, CSS**

## Contact

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