

ROBERT SMITH

Customer Service/Data Entry Operator

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To succeed in an environment of growth and excellence to earn a job which provides me job satisfaction, self development and the ability to enhance my personal as well as organizational goals.

JUNE 2000 - AUGUST 2008

CUSTOMER SERVICE/DATA ENTRY OPERATOR - ABC CORPORATION

- Processed payments from corporate businesses according to detailed customer specifications.
- Utilized PC data entry terminal in LAN environment to process clients remittance through completion of check processing, information data and verification of invoices.
- Utilized Opex machine in remittance processing.
- Handled inbound calls regarding account inquiries and payment status.
- Received, monitored, and traced invoices for accuracy and approvals.
- Production deadline oriented environment; Performed Accounts Receivable functions.
- Utilized PC/workstations to enter check amounts and MICR information.

1998 - 2000

DATA ENTRY OPERATOR - ABC CORPORATION

- USA Verified and entered a variety of standard and complex coded and encoded raw/source data into database.
- Maintained highly confidential information for over 16,000 domestic and international church members.
- Routinely met and exceeded daily/weekly/monthly productivity quotas as set by management.
- Additional Information Efficient administrator with a record of 3+ years of success in administrative management, customer service, and data entry.
- Solid experience in establishing, organizing, and managing office policies and procedures.
- Strong communication, organization, and problem solving skills.
- Experienced with Microsoft Office Suite.

EDUCATION

Degree



SKILLS

Microsoft 2010: Word, Excel, PowerPoint and Outlook. Some Access and Sharepoint.
Data Entry.