***CONTACT DETAILS***

1737 Marshville Road,

Alabama

(123)-456-7899

info@website.com

[**www.website.com**](http://www.website.com)

***SKILLS***

Microsoft Word & powerpoint, inventory management, time management, communication skills, leadership skills, customer service skills.

***LANGUAGES***

English (Native) French (Professional) Spanish (Professional)

***INTERESTS***

Climbing Snowboarding Cooking Reading

***REFERENCES***

Reference – 1 (Company Name)

Reference – 2 (Company Name)

Robert Smith

***Data Entry Operator Temp***

# PERSONAL STATEMENT

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.

# WORK EXPERIENCE

## Data Entry Operator Temp

### ABC Corporation - June 2000 – August 2008

*Responsibilities:*

* 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.

## Data Entry Operator

### ABC Corporation - 1999 – 2000

*Responsibilities:*

* Project Work.
* Location Mumbai & Bangalore Functions and Duties Paper Scanning and Data coding in computer.
* System Management.
* Handling Team responsibility.
* Key Customers Infosys, Government Projects.
* Wipro, Airtel.
* proverb 7 MISCELLANEOUS.

**Education**

Master of Science