

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

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@website.com
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)