

# Anthony Brown

## Data Entry Resume

### AREAS OF EXPERTISE

*Data entry procedures*

*Copy typing*

*Order entry*

*Customer service*

*Data management*

*Updating archives*

*Creating new records*

*Spotting text errors*

### PROFESSIONAL

*First Aid Qualified*

*French speaker*

*German speaker*

### PERSONAL SKILLS

*Accurate*

*Attention to detail*

*Super organised*

*Deadline led*

### PERSONAL DETAILS

*Anthony Brown  
Dayjob Ltd  
The Big Peg  
Birmingham  
B18 6NF  
T: 0044 121 638 0026  
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E: info@dayjob.com*

### PERSONAL SUMMARY

A numerate Data Entry Clerk who has a proven ability to enter names, addresses, statistical information, business information, account numbers and other data. Anthony has superb typing speed, excellent attention to detail and is able to juggle a variety of tasks whilst maintaining exceptionally high standards of work & reliability. He can manage individual workflows effectively, improve processes when necessary, and has a willingness to learn from more experienced administrators. He has previous experience within a busy, target orientated office environment, and will always show initiative and commitment to his employers goals. Right now he would like to work for a friendly and exciting company that is looking for a capable Data Entry Administrator who can reflect their values of excellence & quality.

### CAREER HISTORY

#### ***Company Office - Birmingham***

DATA ENTRY CLERK Jul 2011- Present

Responsible for the input and maintenance of data within the company database. Also in charge of processing large volumes of orders and responding to any enquiries regarding records.

#### ***Duties:***

- Ensuring the accuracy and relevancy of all data entered into databases.
- Sorting and processing invoices from suppliers.
- Highlighting any discrepancies in data to senior managers.
- Answering the phone, fielding and diverting calls.
- Entering sales data, market survey information and personal information into computer databases.
- Checking the work of other data entry operators.
- Handling confidential information in line with the firm's data security protocols.
- Performing data review and clean-up processes.

#### ***Insurance Company - Coventry***

OFFICE ASSISTANT Feb 09 - Jul 11

### KEY SKILLS AND COMPETENCIES

#### ***Data Entry***

- Extensive experience and knowledge of MS Word and other specialist data entry software.
- Having a typing speed over 60wpm.
- Inputting both text data and also numerical data.
- Interpreting complex information.
- Fully aware of data confidentiality issues.
- Handling all confidential information in a professional manner.
- Knowledge of specialist data entry software and automated systems.
- Strong commitment to performing and producing at the highest level.

### ACADEMIC QUALIFICATIONS

***Birmingham North University*** 2005 - 2008  
Human Resource Management BA (Hons)

***Birmingham South College*** 2003 - 2005  
A Levels: Maths (B) English (A) Physic (C) Geography (A)

**REFERENCES** – Available on request.



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