Emmanuel Greenhills

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Objective:

To obtain a remote Data Entry position utilizing my typing skills and attention to detail.

Summary:

Highly organized and detail-oriented data entry professional with experience in accurately and efficiently entering data into computer systems. Proficient in Microsoft Office, Google Suite, and data entry software. Excellent communication and customer service skills.

Education:

* Bachelor’s Degree in Cooperative and Rural Development, Olabisi Onabanjo University, July 2023

Skills:

- Data entry with high accuracy and speed (60+ wpm)

- Proficient in Microsoft Office, Google Suite, and data entry software

- Strong attention to detail and organizational skills

- Excellent communication and customer service skills

- Ability to work independently and as part of a team

- Familiarity with remote work tools and technology

Experience:

Data Entry Clerk

NCCF , Ondo State

March 10th - June 23rd 2024

- Entered data into computer systems with high accuracy and speed

- Managed and maintained large datasets

- Provided excellent customer service and support

- Worked independently and as part of a team to meet deadlines

- Assisted with data entry and data management tasks

- Developed and implemented data entry procedures and protocols

- Provided training and support to new employees

- Maintained accurate and up-to-date records