Data Entry Officer Resume

Job Objective

Seeking an opportunity by filling a Data Entry Officer position to help the right organization boost productivity and benefits.

Highlights of Qualifications:

- Wide experience in data entry and database search procedures
- Solid knowledge of data entry operation and database management
- Proficient with technical level communication
- Strong computer typing and time management skills
- Ability to prioritize tasks
- Ability to manage time efficiently

Professional Experience:

Data Entry Officer
Epworth Richmond, Peoria, IL
August 2005 – Present

- Performed SQL based data entry operation.
- Carried out verification of data integrity in consultation with supervisor.
- Prepared weekly and daily reports in print formats.
- Conducted data mining and data improvement as per user's requirements.
- Processed, compiled and tabulated data and information.
- Verified the tabulated data and ensured appropriate data classification.

Data Entry Officer
Logistics 2020, Inc., Peoria, IL
May 2000 – July 2005

- Provided technical expertise to support automated personnel system.
- Advised on the matters related to the implementation and operation of automated personnel systems.
- Entered personnel data and ensured accurate personnel data flow to and from various databases.
- Utilized current automation programs and databases to support data management.
- Produced accurate and time bound statistical reports on a variety of information
- Utilized various personnel database systems to retrieve information as per need.

Education:

Bachelor's Degree in Computer Science
Charter Oak State College, New Britain, CT

Build your Resume Now