

# Debasish Roy



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**Seeking assignment as a Data Entry Operator with an organization of repute**

## Synopsis

- A diligent data entry specialist known for quick typing skills, razor-sharp eye for detail who prepares, compiles, and sorts documents for data entry with more than 10 years of experience.
- Gained experience in verifying the integrity of data by comparing it to source documents.
- Highly creative, recognized as a results-oriented and solution-focused individual with core strength as accounting and data entry.
- Adeptly showcased the ability to analyze data, define problem areas, draw logical conclusions, analyze situations accurately and adopt an effective course of action.
- Efficient in processing high-volume data entry using word processing, spreadsheet, database, or other computer software.
- Ability to cooperate and perform as a team efficiently with excellent interpersonal skills.

## Key Skills

- Data Entry and Order Processing
- Financial Reporting
- Accounting Analysis/Management
- Tax Accounting
- Invoicing and Inventory Systems
- Administrative Support

## Work Experience

Data Entry Operator (Admin) || Tata Hitachi Construction machinery company pvt.ltd || Apr' 2010 - Present

### *Roles and responsibilities*

- Executing daily data-entry responsibilities for all types of products and services at the firm.
- Spearheaded all data entry duties and responsibilities including entering all customer orders and shipping/tracking records with over 99% accuracy.
- Engagement in reviewing of work orders and accurately input data into company database. Flagged accounts needing additional services and routed this information to appropriate teams to prevent service delays.
- Performing data entry for all invoices, mailings, and POs. Increased speed of all data entry tasks.
- Efficiently processing operator skills.

Junior Accountant || M/S Padma Enterprises || Dec' 2015 - Present

### *Roles and responsibilities*

- Maintaining the general ledger accounts by reconciling accounts receivable detail and control accounts, adjusting entries for amortizations & prepaid.
- Gained excellent communication and organizational skills and worked collaboratively with a team or independently.
- Adept in creating and reconciling financial statements on various properties and corporate side with senior accountant.
- Handling confidential information for clients, including tax information and legal documents. Highly trusted by management with sensitive info.

## Educational Qualifications

- **Diploma (Financial Accounting in TALLY Software)** - 2019, from L.M.I.I.T.
- **High-School** - 2008, from W.B.C.R.O.S.

## Soft Skills

- Administrative Skills
- Order Entry
- Analytical Skills
- Multi- Tasking
- Team Work Skills
- Customer Service Skills

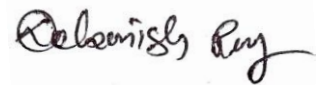
## Technical Skills

- MS Office Skills
- Tally
- Accounting Software
- Internet Applications

## Personal Details

- Date of Birth : 20<sup>th</sup> Aug' 1988
- Languages : English, Hindi, Bengali
- Address : Srikrishnapur, Ward no. 07, PO- Kharagpur, PS- KGP Town, Paschim Midnapore, West Bengal. 721301

Place – Kharagpur.



Yours faithfully