

ASHA

New Delhi, India

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PROFESSIONAL SUMMARY

Detail-oriented and motivated commerce graduate with experience in data entry, advanced Excel, Tally Prime, and ERP software. Skilled in maintaining accurate records, handling data efficiently, and supporting daily business operations. Seeking an opportunity to contribute to organizational growth while enhancing professional skills.

KEY SKILLS

- Data Entry Operations
- Advanced Microsoft Excel
- Tally Prime & Tally Gold
- ERP Software (NWAY)
- Record Management
- Data Accuracy & Documentation
- Communication Skills
- Time Management
- Team Collaboration

PROFESSIONAL EXPERIENCE

Data Entry Operator

SK Transport | 1 Year

- Managed and updated company records with accuracy and efficiency.
- Maintained data entry processes and ensured proper documentation.
- Assisted in handling daily operational and administrative tasks.
- Used Excel and ERP software for data management and reporting.

EDUCATION

Bachelor of Commerce (B.Com)

Delhi University | First Division | 2025

Senior Secondary Education (12th)

CBSE Board | 65% | 2021

Secondary Education (10th)

CBSE Board | 69.3% | 2019

TECHNICAL SKILLS

- MS Excel (Advanced)
- Tally Prime
- Tally Gold
- ERP NWAY Software

LANGUAGES

- Hindi (Fluent)
- English

PERSONAL DETAILS

Date of Birth: 24 June 2002

Nationality: Indian

Marital Status: Unmarried

DECLARATION

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.