

# Teena Goyal

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C-1/57, Sanjay Enclave, Near superb gym,  
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## DATA ENTRY EXECUTIVE

Dedicated and experienced Office Assistant/ Data Entry Executive with 8 years of experience in administrative support, Data management. meeting coordination, and front - desk operations. Skilled in maintaining organized systems, handling multiple tasks efficiently, and providing excellent support to teams and clients.

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## KEY COMPETENCIES

Process improvement  
Data Entry & Database  
Management

Report writing and presenting  
Critical thinking skills  
Excellent communication skills

Strong interpersonal skills  
Proactive and self-motivated  
Exceptional organisational skills

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## PROFESSIONAL EXPERIENCE

**2026 - PRESENT**

### Maruti Builders and Developers

#### Receptionist cum Telecaller

- Attended customer calls and resolved queries professionally.
- Maintained visitor records and scheduled meetings.
- Maintained and updated customer database using MS Excel.
- Supported administrative and coordination tasks.
- Tracked daily leads, follow-ups, and prepared MIS reports for management.

**2017 - 2025**

### Sushil Trading

#### Office Assistant/ Data Entry Operator

- Managed front desk operations, handled inbound & outbound calls, visitor management and scheduling.
  - Maintained and updated daily expense records and financial tracking sheets.
  - Prepared and managed employee attendance records with accuracy.
  - Created and monitored asset registers for proper inventory tracking.
  - Assisted in preparation of cost sheets for business operations.
  - Performed data entry and ensured accuracy of organizational records.
  - Worked on CRM software to manage customer data and maintain accurate records.
  - Updated and maintained client information in the CRM system.
  - Assisted in tracking customer interactions and follow-ups.
  - Assisted HR and Admin departments with record-keeping.
  - Managed multi-line phone systems and efficiently routed calls to appropriate departments.
  - Provided administrative support to HR and finance teams during audits and events.
  - Performed data entry and generated reports using Excel formulas such as VLOOKUP, IF, SUM, COUNT and basic pivot Tables.
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## **EDUCATION & TECHNICAL SKILLS**

- **MS Excel** - Data Entry, VLookUp, XLookUp, Pivot Tables, Data Filtering & Sorting, Basic MIS Reporting
- **CRM Software** - Customer data management, lead tracking, follow-ups, and sales activity monitoring.
- **MS Word** - Document Formatting, Letter Drafting, Report Preparation.
- **MS PowerPoint** - Presentation Creation, Slide Formatting.
- **MS Outlook** - Email Handling, Calender & Meeting Scheduling.
- **Internet Applications** - Email Communion & Online Data Management.
- **Class XII** - Sarvodaya kanya Vidyalaya government school.

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## **DECLARATION**

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

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