Rafiq Ul Islam

Date Entry Analyst

CONTACT

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Rafiq-ul-islam

POWER CHARGE

- Advance Office Excel
- Office MS Word
- Office MS Access
- MS PowerPoint
- Design Applications

LANGUAGES

HINDI ENGLISH BANGLA

EMERGENCY SKILLS

- FIRSD AIDER (CERTIFIED)
- FIRE FIGHTER (CERTIFIED)

PASSIONS

PROFESSIONAL SUMMARY

Diligent Data Entry Analyst with over 4 years of data entry experience in a fast-paced office environment. Highly organized and systematic in resolving data issues and discrepancies. Great problem-solving and decision-making abilities, adaptable, fast-learner with a great track record of achieving exceptional results in customer service and data entry accuracy. Proficient in Microsoft Excel and Google Sheets, with a proven track record of meeting tight deadlines and maintaining a 99% accuracy rate. Skilled in data analysis and quality control

WORK HISTORY

2016 Jan. - Mar. 2020
SCHOOL TEACHER.. (4 Years)
Zenith I.T School & College
Chattogram, Bangladesh

2021 Jan. – Current
DATA ENTRY ANALYST
Gulf Processing Industries LLC.
(Herman, Marc, Cappana) Dubai, UAE

- Obtained scanned records and uploaded into company databases.
- Maintained detailed logs of finished and in-progress data entry projects to identify areas of improvement and increase productivity.
- Entered data into spreadsheets, documents and databases, maintaining 97% accuracy rate.
- Transcribed data after verifying information with employers with 100% accuracy.
- Entered over 100 pieces of electronically received worker's compensation data into software with 100% accuracy.
- Identified errors in data entry and related issues by mentioning to supervisors for resolution.
- Compiled statistical information for special reports.
- Adhered to strict data confidentiality policies to prevent information leakage.
- Proofread documents, editing materials to correct grammar and spelling mistakes.
- Input client information into spreadsheets and company database to provide leaders with quick access to essential client data.
- Maintained quality levels above prescribed minimums to support team productivity and efficiency.
- Participated in meetings to compile notes for distribution to all attendees.
- Transferred written information into databases to maintain consistent, accurate client records and project details.
- Volunteered to assist with special office projects, successfully completing all tasks prior to deadlines.

PART-02

PASSPORT DETAILS

PASSPORT NO : EK0003169
DATE OF BIRTH : 02 APR 1993
DATE OF ISSUE : 15 DEC 2021
DATE OF EXPIRY : 14 DEC 2026
PLACE OF ISSUE : BANGLADESH

DETAILS OF EMIRATES ID

ID NO : 784-1993-6228104-2
ISSUE DATE : 03 FEB 2023
EXPIRY DATE : 02 FEB 2025
PLACE OF ISSUE : DUBAI

DETAILS OF UAE DRIVING LIECENCE

LIECENCE NO : 4520578
ISSUE DATE : 13 Jul 2023
EXPIRY DATE : 13 Jul 2025
PLACE OF ISSUE : DUBAI

ACADEMIC QUALIFICATIONS

2014 – 2016
H.S.C IN (BM) BUSINESS MANAGEMENT
Chattogram College of Technology,
Bangladesh Technical Education

2011 – 2013
S.S.C VOCATIONAL
Chattogram College of Technology,
Bangladesh Technical Education Board

SKILLS

- Spreadsheet management
- Filing and data archiving
- Verifying data accuracy
- Error identification
- Email communications
- Order processing
- Reporting and documentation
- Administrative support
- Planning and coordination
- Compiling and sorting data
- Reviewing data for incomplete or inconsistent information
- Entering raw data into a spreadsheet, document or database
- Merging files to update outdated or incomplete data
- Research and validate company info, resolve discrepancies, and obtain further information when needed
- Ability to work quickly and accurately under pressure
- Ability to utilize new systems and tools

I HEREBY CERTIFY that the information provided in this form is complete, true and correct to the best of my knowledge.

Mohammad Rafiqul Islam