# KIRSHAN MALHI

## *Data Entry Operator*

## PROFILE

Detail-oriented and dependable Data Entry Operator with a proven ability to handle high-volume data entry tasks with exceptional speed and accuracy. Skilled in organizing, verifying, and maintaining data across spreadsheets and digital systems, ensuring consistency and reliability. Proficient in Microsoft Excel and data management tools, with a strong focus on meeting deadlines and minimizing errors. Known for strong attention to detail, problem-solving abilities, and the ability to work independently in remote environments.

## CONTACT

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## TOOLS

- Microsoft Excel
- Google Sheets
- MS Word

## LANGUAGES

- English
- Urdu
- Sindhi
- Dhatki

## EDUCATION

*Bachelor of Science in Computer Science in Government College University Hyderabad (GCUH)CGPA: 3.9 / 4.0 Expected Graduation: 2027 Ranked top in academic performance throughout the program Recognized as the Most Active Student in the Computer Science Department Actively involved in technical events, seminars, and academic competitions*

## KEY SKILLS

- Data Entry & Data Management
- Fast Typing Speed & Accuracy
- Microsoft Excel & Google Sheets
- Data Cleaning & Formatting
- File Management & Record Keeping
- Attention to Detail
- Time Management
- Basic Computer Skills

## PROJECTS & EXPERIENCE

*Software House*
*Skills Hunger Hyderabad*
*Data Entry Operator* 2023-2025

## DATA HANDLING & ACADEMIC PROJECTS

- *Entered and managed large amounts of data with high accuracy*
- *Organized and formatted data using Excel*
- *Maintained digital records and ensured data consistency*
- *Performed basic data analysis and verification*