



SANJIB MANDAL

DATA ENTRY SPECIALIST

Motivated and detail-oriented Data Entry Specialist with strong skills in data management, Excel, Google Sheets, and administrative support. Committed to accuracy, quality work and on-time delivery with client satisfaction as the top priority.



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Paschim Medinipur, West Bengal, India



SKILLS

- Data Entry
- Microsoft Excel
- Microsoft Word
- Google Sheets
- PDF Conversion
- Copy Typing
- Copy Paste
- Web Research
- Data Collection
- Data Cleaning
- Data Processing
- Spreadsheet Management
- Internet Research
- File Conversion
- Accuracy Verification



TOOLS & SOFTWARE

- Microsoft Office (Excel, Word)
- Google Workspace (Sheets, Docs)
- Adobe Acrobat (PDF)
- Internet Browser
- Windows OS



LANGUAGES

- English
- Bengali (Native)
- Hindi



STRENGTHS

- High Accuracy and Attention to Detail
- Fast Learner
- Time Management
- Reliable and Honest
- Good Communication



PROFESSIONAL SUMMARY

I am a dedicated Data Entry Specialist with hands-on experience in data entry, data management, and administrative support tasks. I have excellent typing speed, attention to detail, and working knowledge of Excel, Google Sheets, and PDF tools. I always aim to provide accurate and high-quality work within deadlines.



EXPERIENCE

Freelance Data Entry Specialist

2023 – Present

- Providing accurate data entry services to clients.
- Working with Excel spreadsheets and Google Sheets.
- Converting PDF to Word/Excel with high accuracy.
- Collecting and organizing data through web research.
- Ensuring data quality, accuracy and timely delivery.



EDUCATION

Higher Secondary (12th Pass)

Year: 2021

West Bengal Council of Higher Secondary Education (WBCHSE)



COMPUTER TRAINING

Basic Computer Training

- Microsoft Excel (Basic to Advanced)
- Microsoft Word
- Internet & Email
- Data Entry Fundamentals



SERVICES I OFFER

- Data Entry (Online / Offline)
- Excel Data Entry & Formatting
- Copy Paste Work
- PDF to Word / Excel Conversion
- Web Research & Data Collection
- Data Cleaning & Data Processing
- Typing Work
- Administrative Support



ACHIEVEMENTS

- Completed projects with 100% accuracy and client satisfaction.
- Maintained data confidentiality and quality.
- Always delivered work on time.



DECLARATION

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

Date: 21 May 2025

Sanjib Mandal

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