

VISHAL KUMAR

Data Entry Specialist | Excel Expert | HR Assistant

Professional Summary

Detail-oriented Data Entry Specialist and HR Assistant with experience in Excel, Word, data management, documentation, and administrative support.

Skills

Data Entry, Microsoft Excel, Microsoft Word, Google Sheets, PDF Conversion, Web Research, Administrative Support, Virtual Assistant, Data Management, Typing

Work Experience

HR Assistant – ICC Project Pvt. Ltd. (Dec 2025 – Present)
HR Assistant – Dubai Company (2023 – 2025)
Floor Manager – Raj Overseas (2022 – 2023)
Floor Management – Vayda Overseas (2020 – 2022)
Store Keeper – Garg Export (2018 – 2020)

Education

10th Pass

Certification

ADCA (Advanced Diploma in Computer Applications)