

AKSHAT SHRIVASTAVA

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Location: Gorakhpur, Uttar Pradesh

CAREER OBJECTIVE

Detail-oriented and highly motivated professional seeking a Work From Home Data Entry position. Skilled in accurate data management, spreadsheet handling, typing, and maintaining organized digital records. Capable of working independently with excellent time management and communication skills.

EDUCATION

12th Pass — Banhui Intermediate College (2025)

SKILLS

- Fast Typing Speed (140 WPM)
- MS Excel & Google Sheets
- Data Entry & Data Verification
- File Management & Documentation
- Internet Research & Email Handling
- Communication & Team Coordination
- Attention to Detail & Accuracy
- Time Management & Productivity

EXPERIENCE

Data Entry Assistant (Freelance) — 2 Years Experience

- Managed and organized digital records and spreadsheets accurately.
- Performed data verification and maintained error-free documentation.
- Worked with online systems for data collection and entry.
- Maintained timely completion of assigned tasks while working independently.

LANGUAGES

- Hindi
- English

DECLARATION

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