Priyanka Shinde

Data Entry Operator

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Summary

Data entry operator processing scanned documents, checking exceptions and reconciling daily batches. Progressed to quality spot checks and training new operators on entry procedures.

Experience

Senior Data Entry Operator, Example Lantern Records Services

Jul 2023 - Present

Nashik, India

- Enter claim-reference and transaction fields from scanned documents into the approved processing system.
- Achieved 99.4% field accuracy across 5,000 audited fields in Q2 2026 using the team’s standard quality check.
- Route incomplete or illegible records to the exception queue with document references rather than guessing missing values.
- Reconcile daily batch counts with the scanning handover and document unresolved differences.
- Trained six operators on field definitions, verification steps and exception handling.

Data Entry Operator, Example Cedar Administration

Aug 2021 - Jun 2023

Nashik, India

- Entered customer and invoice records from approved source documents, checking required fields before submission.
- Corrected returned records and maintained a log of recurring entry errors for supervisor review.
- Indexed records for authorised retrieval and followed the organisation’s document-retention procedures.

Education

B.Com, Commerce

2018 - 2021

Example Lakeside University

Skills

Data entry: Document entry, Double-entry verification, Exception handling, Batch reconciliation, Document indexing

Software: MS Excel, MS Word, Tally, Client claim systems, Google Sheets

Quality: Accuracy checks, Field definitions, Confidential document handling

Languages

Marathi · Hindi · English

Fictional sample from ResumeGuru. Names, employers and achievements are illustrative.
www.resumeguru.ai/resume-samples/data-entry-operator-resume