

DAVID GLORIA CHIAMAKA

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PROFESSIONAL SUMMARY

Diligent and detail-oriented data entry specialist with 5 years of experience in accurately inputting, managing, and maintaining large volumes of data. Seeking to leverage my strong organizational skills and exceptional data accuracy to contribute to the efficiency and success of your company.

SKILLS

- Proficient in data entry software and tools (e.g., Microsoft Excel, Google Sheets, data management systems).
- Excellent organizational and time management skills, capable of handling multiple tasks simultaneously.
- Strong attention to detail and ability to maintain a high level of accuracy.
- Effective communication and teamwork abilities, collaborating with various departments to achieve goals.
- Familiarity with data cleansing, formatting, and validation techniques.

WORK HISTORY

02/2022 to 04/2023

Data entry / Database Specialist

Excel Mind Global Concept

- Accurately entered, updated, and verified large amounts of data into the company's database.
- Assisted in data cleansing and formatting tasks, ensuring data consistency and integrity.
- Resolved data discrepancies and inconsistencies in a timely and efficient manner.
- Collaborated with cross-functional teams to understand data requirements and meet project deadlines.
- Conducted regular quality checks to ensure data accuracy and completeness.

09/2020 to 04/2021

Data Entry Clerk

Simmic Group Of Company

- Transcribed data from various sources, including handwritten documents, spreadsheets, and digital files.

- Utilized data entry software and tools to efficiently process and manage data.
- Maintained a high level of accuracy and productivity, consistently meeting or exceeding performance targets.
- Assisted in creating and updating standard operating procedures (SOPs) for data entry processes.
- Participated in team meetings and provided input to improve data entry workflows.

05/2017 to 06/2019

Administrative Assistant
Joint Professional Training Institute

- Supported administrative tasks, including data entry, filing, and document preparation.
- Responded to inquiries from clients and internal staff regarding data-related matters.
- Assisted in preparing reports and presentations by compiling and organizing data.
- Ensured confidentiality and security of sensitive data during handling and storage.
- Collaborated with colleagues to maintain a clean and organized office environment.

VOLUNTEERING EXPERIENCE

Team Assistant
THRIVE PROJECT

- Assisted in organizing company events, team-building activities, and staff meetings.
- Coordinated team meetings and conference calls, managing schedules, invitations, and meeting logistics.
- Prepared and distributed meeting agendas, minutes, and action items to ensure clear communication.
- Assisted in the preparation and editing of reports, presentations, and other team-related documents.
- Managed team calendars, appointments, and travel arrangements, optimizing time and resources.
- Handled incoming inquiries and correspondence, redirecting or responding as appropriate.
- Maintained electronic and physical filing systems to ensure easy retrieval and organization of documents.
- Facilitated smooth communication within the team and across departments, promoting a collaborative environment.

EDUCATION

Master of Science: Educational Planning and Management.
Global Wealth University.

TRAINING AND CERTIFICATIONS

Data Entry Academy

- Data entry skills
- Data cleaning
- Database creation and management.
- Cloud storage of data.

Coursera

- Data Analytics

Udemy

- Microsoft Excel
- Google Sheets.