**[Data Entry Specialist Financial Data Analyst Document Review](https://www.postjobfree.com/resume/ad05sp/data-entry-specialist-gainesville-va)**

**Location:**Gainesville, VA

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**Contact Info:**

Ahmet Derdiyok

[ahmetderdiyok@gmail.com](mailto:ahmetderdiyok%40gmail.com?subject=Data%20Entry%20Specialist%20Financial%20Data%20Analyst%20Document%20Review)

[571-530-9196](tel:+1-571-530-9196)

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**Resume:**

AHMET DERDIYOK

Gainesville, VA 20155 (571) 530-9196 ahmetderdiyok@gmail.com

Fully Work Authorized No Visa Sponsorship Required Open to Relocation

SUMMARY

Detail-oriented Data Specialist with expertise in financial data processing. Proficient in using Microsoft Excel and other data entry software to ensure data accuracy and integrity. Collaborative team player with a strong work ethic, consistently meeting or exceeding data entry targets. Committed to maintaining data security and confidentiality. Adaptable to changing priorities and deadlines, I am dedicated to delivering high-quality results in a fast-paced environment.

WORK EXPERIENCE

Data Entry Specialist

Triforcia, Tysons, VA 05/2022 – 10/2023

Utilized Microsoft Excel to accurately enter and maintain large volumes of data into databases, ensuring data integrity and reliability

Created and updated records, spreadsheets, and reports with a strong focus on attention to detail

Efficiently transcribed handwritten or printed information into digital format, meeting or exceeding daily data entry targets

Assisted in the development of Excel-based dashboards, providing real-time data insights for management decision-making

Provided regular reports and updates on data entry progress to supervisors or management

Expert

Capital Markets Board of Turkey, Ankara, Turkey 08/2007 – 05/2022

Reviewed over 100+ applications from regulated financial institutions such as portfolio management companies, mutual funds, investment trusts for permits, public offerings, and legal disclosures

Conducted due diligence via document review and data analysis, preparing comprehensive reports for the executive board

Managed application process of initial public offerings for investment trusts and mutual funds as an officer, contributing to a total market cap increase of $900M

EDUCATION

Erciyes University, Kayseri, Turkey

Bachelor’s Degree in Business Administration

TECHNICAL & SOFT SKILLS

Accounting Microsoft Excel Word Outlook PowerPoint CRM Financial Services Banking Financial Markets Compliance Document Review Audit Project Management Problem-Solving Collaboration Teamwork Detail-Oriented Dedicated Analytical Thinking Time Management Self-Motivated Communication Self-Development Multi-tasking