



Shrabini Shrestha

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Work: Abu Hamour, 00000 Doha (Qatar)

ABOUT ME

Highly motivated Data Entry Clerk with 7+ years of experience ensuring data accuracy and efficiency. Proven ability to maintain high typing speeds while adhering to strict deadlines. Skilled in data entry software and various database management systems.

EDUCATION AND TRAINING

Intermediate Level(10+2)

Presidency College Of Management Science [11/2002 – 11/2004]

City: Bharatpur | Country: Nepal

School Leaving Certificate

Small Heaven School [04/1998 – 04/2002]

City: Narayangarh | Country: Nepal

WORK EXPERIENCE

Data entry clerk

Al Baladi Holding [05/2023 – Current]

City: Doha | Country: Qatar

- Transferring data from physical documents (paperwork, forms) into computer systems (databases, spreadsheets) using keyboards
- Updating existing data within databases
- Verifying the accuracy of entered data by comparing it to source documents
- Identifying and correcting errors
- Maintaining data consistency and integrity
- Sorting and organizing physical documents after data entry
- Performing regular data backups to prevent information loss
- Following data security protocols to maintain confidentiality
- Retrieving data from databases or electronic files as requested
- Generating reports based on entered data (may depend on specific role)
- Maintaining clear and concise documentation of data entry procedures
- Completing other administrative tasks assigned by supervisors

Data Entry Clerk

Technical Engineering Workshop [01/2021 – 10/2022]

City: Falaj | Country: Oman

- Transferring data from physical documents (paperwork, forms) into computer systems (databases, spreadsheets) using keyboards
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- Maintaining clear and concise documentation of data entry procedures
- Completing other administrative tasks assigned by supervisors

Data Entry Clerk

Grand Mart Group Of Companies [10/2016 – 11/2017]

City: Doha | Country: Qatar

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- Completing other administrative tasks assigned by supervisors

Data Entry Clerk

Ansar Group [12/2012 – 10/2016]

City: Barwa | Country: Qatar

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- Identifying and correcting errors
- Maintaining data consistency and integrity
- Sorting and organizing physical documents after data entry
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LANGUAGE SKILLS

Mother tongue(s): Nepali

Other language(s):

English

LISTENING C1 READING C1 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

Hindi

LISTENING C2 READING C2 WRITING A2

SPOKEN PRODUCTION B1 SPOKEN INTERACTION B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office / Microsoft -Excel / Microsoft Word / SAP Business ONE

Personal Skills

Motivated and skilled / Accuracy, honesty, and responsibility / Team work orientated / Work Under Pressure / Good Listener & Good Communicator / • Reliability