

## AASHISH

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### 🎯 Objective

Motivated and detail-oriented individual seeking an **entry-level Data Entry or Office Support position**. Committed to maintaining high accuracy, speed, and efficiency in data management tasks. Eager to contribute to organizational success through strong analytical, communication, and problem-solving skills.

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### 💼 Professional Experience

#### Customer Support Executive & Data Entry Operator

*Concentrix, Chandigarh* (Feb 2024 – Apr 2025)

- Handled customer inquiries and technical issues via chat and email, ensuring high satisfaction levels.
  - Entered, updated, and verified large volumes of customer data with 98% accuracy.
  - Assisted in preparing reports and documentation for internal reviews.
  - Collaborated with the support team to enhance workflow efficiency and meet daily performance goals.
  - Recognized for **consistently meeting data accuracy targets and chat handling metrics**.
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### ☐ Key Skills

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|--------------------------------------|--|
| • Data Entry & Database Management   | • MS Office (Word, Excel, PowerPoint)  |
| • Email & Document Handling          | • Strong Attention to Detail           |
| • Time Management & Multitasking     | • Communication & Customer Service     |
| • Analytical & Critical Thinking     | • Accuracy & Fast Typing (45 WPM)      |
| • Report Preparation & Documentation | • Team Collaboration & Problem Solving |
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### 🎓 Education

**Bachelor of Arts (B.A.) — Pursuing** (2022 – Present)

Panjab University, Chandigarh

**12th Grade — Government Model Senior Secondary School, Sector 8, Chandigarh (2022)**

**10th Grade — Gurukul Global School, Chandigarh (2020)**

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### **Achievements & Certifications**

- Awarded “**Star Performer of the Month**” at Concentrix for excellent customer handling.
  - Completed **MS Excel – Basics to Advanced** online course (Coursera, 2024).
  - Achieved 90%+ typing accuracy with speed of 45 WPM.
  - Volunteered in college events for data management and registration handling.
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### **Additional Information**

- **Languages Known:** English, Hindi
- **Availability:** Immediate
- **Interests:** Data organization, spreadsheets, and technology-based productivity tools