

ARCHANA VATS

NEW DELHI, INDIA 110014

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SUMMARY

Detail-oriented Data Entry Operator and administrator with 14 years of experience in accurately entering and verifying data. Proficient in database management and data analysis. Skilled in office administration and file organization. Strong attention to detail and ability to generate comprehensive reports. Master of Science in Data Science with a solid foundation in data management and analysis. Hardworking and reliable in data entry and administration with strong ability in compiling the data with accuracy. Offering smooth and efficient working atmosphere. Highly organized, proactive and punctual with team-oriented mentality.

SKILLS:-

Data entry	Data analysis
Data verification	Presentation skills
Database management	Error Detection
Report generation	Report Preparation
Office administration	Bookkeeping
File organization	Microsoft Office Expertise

EXPERIENCE:-

DATA ENTRY OPERATOR, (From 2009 To 2023)

Police Headquarters, New Delhi, India

- Entered and verified data accurately into company database
- Performed regular data quality checks to ensure accuracy and completeness
- Typing Speed 35-40 WPM
- Assisted in organizing and maintaining data files
- Generated reports and analyzed data for management
- Compiled reports from multiple databases using advanced search tools.
- Highly Skilled in operating a variety of office machines and equipments such as computer , fax, scanner, copier etc.
- Performed basic administrative duties such as filing, copying, scanning.
- Conducted quality assurance checks on all entries to ensure accuracy of data entry.

ADMINISTRATIVE ASSISTANT, (From 2009 To 2023)

Police Headquarters, New Delhi, India

- Managed and organized office documents and files
- Assisted in scheduling appointments and meetings
- Handled incoming and outgoing correspondence
- Provided administrative support to the team

CORE COMPETENCIES

- Relationship Building
- Proactive Approach
- Problem Solving and Decision making

ADDITIONAL CAPABILITIES

- Able to perform other clerical duties as needed.
- Positive Attitude and excellent interpersonal skill.
- Demonstrative Ability to maintain good manners and efficient in routine professional relationship.

EDUCATION AND TRAINING

High School from CBSE, New Delhi

Intermediate from CBSE, New Delhi

Bachelor in Arts from University of Delhi, New Delhi

CERTIFICATIONS

- Master Diploma in computer information & System management from Web Net Infotech, Tagore Garden, New Delhi
- Certificates from Civil Defense.

LANGUAGES

- **Hindi**
- **English**

PERSONAL PROFILE :-

Father's Name : *Sh. Rajpal Singh*
Husband's Name : *Sh. Parveen Kumar Vats*
DOB : *25th April 1985*
Strength : *Self Confidence*

TO WHOM IT MAY CONCERN

Ms. Archana, who was attached to work with RTI Cell of Delhi Police Headquarters in the year 2009 as a Data Entry Operator and remained attached upto 31st October 2023. During the 14 years stint, she has worked on various Desks of RTI Cell/PHQ and completed the assigned work proficiently. She is a hard worker, punctual, laborious and amenable Data Entry Operator. Besides, she is well versed in Computer (MS Office). During the above mentioned period, 16 Appreciation Certificates with Cash Rewards were awarded as a token of hard work to her by senior officers of Delhi Police.

No. 42878/RTI Cell/PHQ
dt 31/11/23



(ATUL KALIA)
ASSTT.COMMISSIONER OF POLICE,
RTI CELL/PHQ, DELHI

ATUL KALIA
Asstt. Commissioner of Police
Coordination-I (B)/PHQ