

Thomas Chambers

Data Entry Operator

thomas.chambers@example.com · (555) 226-4419 · Memphis, TN

AT A GLANCE

52 WPM

typing speed at 98% accuracy, tested quarterly

1,200

records processed per day at peak load

99.6%

audit accuracy across FY25 sample checks

SUMMARY

Data entry operator with four years in insurance claims and land-records digitisation. 52 WPM at 98% accuracy in English and 32 WPM in Spanish (Mangal/Inscript), with a 99.6% audit score across last year's sample checks.

SKILLS

Typing & scripts

English typing — 52 WPM, 98% accuracy

Numeric data entry — 12,000 KPH

Spanish typing — Mangal & Inscript, 32 WPM

Double-entry verification

Tools

MS Excel (VLOOKUP, pivot tables)

Google Sheets

Scanning & indexing software

MS Word

QuickBooks data entry

EXPERIENCE

Data Entry Operator · Meridian BPO Services

08/2022 – Present

Process 900–1,200 insurance claim records a day against a 750 benchmark; maintained 99.6% audit accuracy

Handle bilingual entry — English and Spanish (Mangal) — for policy documents; the only operator on the floor certified for both

Verify and correct 300+ flagged records weekly during the double-entry check

Data Entry Assistant · Bhoomi Records Digitisation Project

03/2021 – 07/2022

Digitised 40,000+ land-record entries from handwritten registers with a 0.4% rejection rate

Indexed and scanned 12,000 documents; built the naming convention still used by the team

EDUCATION

B.A. — Rashtrasant Tukadoji Maharaj Memphis University

2017 – 2020

CERTIFICATIONS

CCC — Course on Computer Concepts — NIELIT

Spanish Typing Certificate (Mangal) — State Board of Technical Education