**Emmanuel Akintayo**

**Contact Information:** | Email: Emmanuel01@live.co.uk

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**Personal Statement:**

Highly motivated and detail-oriented data entry professional with proven experience in maintaining accurate and up-to-date databases. I am dedicated to ensuring data integrity through meticulous inputting, thorough quality checks, and adherence to industry standards. With a strong focus on accuracy and attention to detail, I excel in handling large volumes of data and delivering results within strict deadlines. My excellent time management and organizational skills allow me to effectively handle multiple tasks while maintaining high productivity and quality standards.

Throughout my career, I have developed strong written and verbal communication skills, enabling me to document data entries clearly and concisely. I am adept at collaborating with team members to streamline processes, improve efficiency, and enhance overall data management. My ability to work independently and demonstrate self-motivation allows me to consistently meet targets and contribute to the success of the organization.

**Work Experience:**

**Data Entry Specialist | MJf Records Management | Greater London | Sep 2022 – Current**

* Managed and maintained accurate and up-to-date databases with a strict adherence to confidentiality agreements, ensuring the security of sensitive information.
* Meticulously inputted and organized various types of data, maintaining a high level of accuracy and attention to detail.
* Conducted thorough quality checks to ensure data integrity, promptly addressing any discrepancies or errors.
* Collaborated closely with team members to streamline data entry processes, resulting in improved efficiency and productivity.
* Consistently met assigned deadlines and targets, demonstrating strong time management and task prioritization skills.
* Followed established guidelines and protocols to ensure data security and compliance.
* Managed and maintained systems with 100,000 of data points
* Oversaw the coordination and allocation of workload, optimizing team productivity and efficiency.
* Provided guidance and support to team members, fostering a collaborative and results-oriented work environment.
* Implemented process improvements that streamlined data entry procedures, resulting in increased accuracy and reduced turnaround time.
* Maintained open lines of communication with team members and stakeholders to address challenges and ensure smooth operations.
* Demonstrated expertise in handling a large volume of data entry tasks, including inputting, organizing, and verifying various types of records.

**Administrative Assistant | Hills prospects | Harold hill| Sep 2021- Sep 2022**

* Supported the administrative team by accurately inputting and organizing data using spreadsheet software.
* Assisted in managing and maintaining confidential information with utmost professionalism and discretion.
* Collaborated with team members to improve data entry processes and ensure efficient data management.
* Demonstrated excellent time management and organizational skills, handling multiple tasks effectively.

**Customer Service Representative | EE| Colchester | November 2018- September 2019**

* Provided exceptional customer service by assisting customers with inquiries, resolving issues, and ensuring their satisfaction.
* Demonstrated strong communication skills, both verbal and written, in interacting with customers and colleagues.
* Utilized active listening and problem-solving abilities to address customer needs promptly and effectively.
* Handled data entry tasks, such as updating customer information and order processing, with a high level of accuracy and efficiency.

**Warehouse Associate | Amazon| Tilbury | December 2019 - May 2020**

* Contributed to the efficient operation of the warehouse by accurately tracking inventory and performing data entry tasks related to shipments and deliveries.
* Utilized organizational skills to maintain the orderly storage and retrieval of products.
* Collaborated with team members to fulfil orders accurately and within specified timelines.
* Adhered to safety protocols and ensured compliance with warehouse procedures.

**Education:** **Bachelor's Degree in [Business economics] | University of Essex |**

**Skills:**

* Accurate and efficient data entry with a strong focus on attention to detail
* Proficiency in spreadsheet software (e.g., Microsoft Excel, Google Sheets) and data entry tools
* Thorough understanding of records management principles and industry best practices
* Excellent time management and organizational skills to handle multiple tasks effectively
* Strong written and verbal communication skills for clear and concise data entry documentation
* Ability to work independently and demonstrate self-motivation while maintaining productivity and quality standards
* Exceptional problem-solving skills to address data discrepancies and errors promptly
* High level of integrity and confidentiality when handling sensitive information
* Familiarity with quality assurance processes to ensure data accuracy and integrity
* Strong teamwork and collaboration skills, including experience working in cross-functional teams
* Proficient in using specialized software and tools for data entry and retrieval
* Experience in adhering to strict confidentiality agreements and industry-specific compliance standards

References: Available upon request