**FULL NAME**

Contact Information [Address, Mobile Number, Email]

**SUMMARY**

As a data entry clerk with two years of experience, I have a keen eye for detail and am dedicated to producing impeccable work. I have strong communication skills and enjoy assisting my colleagues by providing them with accurate information.

**WORK EXPERIENCE**

Data Entry Clerk, ABC Singapore

July 2019 to July 2021

* Took charge of cleaning up and updating customer database
* Ensured that data was complete and accurate before entering it into the system
* Retrieved information and generated reports promptly

**SKILLS**

Technical Skills

* Proficient in MS Office, especially Excel and Access
* Able to type at 80 WPM
* Attention to detail

Other Skills

* Superior organisational skills
* Excellent written and verbal communication skills (English and Singaporean)

**EDUCATION**

Nitec in Business Services (2017-2019)

XYZ School (2012-2017)

**CERTIFICATION**

Singapore-Cambridge General Certificate of Education (Ordinary Level)