

## LALIT SHARMA

House Number:1684 Sector 33-d Chandigarh

Phone Number:7986783051

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### Professional Summary

Data Entry Specialist 3 Year experience in Phi Business Solution in Sector 34-A Chandigarh

Proof Reading, Came Drew, German Typing, MS Word, MS Excel, Typing speed 70 above

Editing Reading,

Digital Marketing Executive 1.3-Year experience in Virk InfoTech Company in Mohali 11 phase near Lakshmi Narayan Mandir. SEO on page off Page, Social Media Optimization, Keyword Analysis, Word press, Blogging, YouTube Marketing, SMO, Email Marketing, Link Building, Photoshop, Canva,

### Skills

- Analytical and problem solving abilities.
- Good Communication and interpersonal Skills
- Quick Learner and a good team player.
- Leadership Qualities
- Good Patients Level
- Interpersonal skills, Editing, Proof reading, Came drew, Email Marketing, Leadership, Managing problem solving SEO, Word press, Blogs, Content Writing, Social Media Optimization, SMO, Affiliate Marketing,

### Work History

#### Data Entry Specialist

03-08-2019 to 18-11-2021

#### Phi Business Solution in Sector 34-A Chandigarh

Phi is a leading content solutions provider to educational publishers, institutions and corporate globally. The company is focused on delivering solutions and value for data intensive business processes that help organizations across the world overcome their data management challenges. These solutions leverage innovations in technology, business processes, domain knowledge and provide our clients with a competitive edge. Data digitization service is one of our core competencies that involve digitization of written documents, books, articles, brochures, catalogs, and white papers with a quick turnaround time.

Our comprehensive range of data entry, scanning and OCR services are cost effective, accurate and unique. We offer Data entry/OCR in various languages such as English, French, German, Dutch, Danish, Hindi, Arabic and many more. We use state-of-the-art software programs and imaging technologies apart from in-house developed proven software programs to produce quality standards and precision of 99.998 percent and above. Our data management service standards are consistent with European and US standards. Our experienced associates are capable of

executing complex and large scale projects within expected timelines. Our data entry/OCR services include:

- Online/Offline Data Entry
- Image/Card/Survey/Claim Entry
- Scanning/OCR
- OCR Cleanup
- Data Cleansing and data mining
- Banking/financial/ retail transaction processing
- Document Conversion
- German typing language
- Came Drew project

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## **Work History**

### **Digital Marketing Executive**

**05-11-2016 to 01-02-2018**

#### **1.3-Year experience in Virk InfoTech Company in Mohali 11 phase near Lakshmi Narayan Mandir.**

- Analyze digital data to draw key recommendations around website optimization
- Conduct social media audits to ensure best practices are being used
- Maintain digital dashboard of several different accounts
- Prepare emails to send out to customers
- Monitor key online marketing metrics to track success
- Create and maintain on blogs
- Manage Several Accounts of Social Media Optimization
- Working on SEO part on page and off page Create back links.

## **Education Qualification**

- 10<sup>th</sup> Passed from CBSE Board (2014)
- 12<sup>th</sup> Passed from CBSE Board (2016)
- B.A Pursuing Graduation from IGNOU University (2019)

## **Personal Details**

**D.O.B** 14-08-1998

**Age** 23

**Father's Name** Hira Lal Sharma

**Hobbies** Listening Music, Playing Cricket, Travelling, Playing games,

## **DECLARATION**

I hereby, declare that the information furnished above is true to the list of my knowledge.