[Your Full Name]

Data Capturer | Admin Support | Accurate and Fast Typist

[City, Province]
[Cell number]
[email@example.com]

PROFESSIONAL SUMMARY

Reliable data capturer with strong attention to detail and consistent accuracy when capturing and updating records. Confident using Microsoft Excel and Google Sheets for data entry, cleaning and basic reports. Comfortable working with high volumes under deadlines. Typing speed: **[XX] WPM**. Known for careful checking, organised filing and clear communication with the team.

KEY SKILLS

- **Data capturing:** data entry, updating records, correcting errors, duplicate checking, formatting
- **Accuracy and verification:** cross-checking against source documents, batch checks, spot checks, reconciling totals
- **Tools:** Microsoft Excel (filters, sort, data validation, basic formulas), Google Sheets, MS Word, Outlook
- **Admin support:** scanning, filing, document control, printing, email handling
- **Work habits:** time management, confidentiality, meeting daily targets, teamwork

TYPING SPEED AND ACCURACY

- **Typing speed:** [XX] WPM (tested on [where/when])
- **Accuracy method:** double-checking 10% of entries per batch, verifying ID numbers and totals, using Excel validation rules
- **Quality focus:** flagging unclear documents and confirming with my supervisor before capturing

WORK EXPERIENCE

Data Capturer (Contract) – [Company name], [Town/City]
[Month Year] – [Month Year]

- Captured and updated customer and supplier records on [system/tool], making sure names, IDs, addresses and contact details were correct.
- Processed about **[X–Y]** records per day while keeping accuracy high through batch checks and source document verification.
- Used Excel to clean data (removed duplicates, standardised formats), filter lists and prepare simple summaries for the admin team.
- Scanned and filed source documents (forms, invoices, proof of payment) so files were easy to find.

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- Reported missing information and corrected errors by confirming details with [team/client] before final submission.

Admin Assistant / Office Support – [Company name], [Town/City]
[Month Year] – [Month Year]

- Assisted with daily admin, including capturing information from forms into spreadsheets and updating internal trackers.
- Handled reception, phone and email queries and forwarded messages to the correct staff members.
- Kept filing up to date, labelled folders correctly and maintained basic document control.
- Helped prepare month-end documents by checking totals and making sure supporting documents were attached.

EDUCATION

National Senior Certificate (Matric) – [School name], [Year]
Key subjects: [e.g. Maths Literacy, Accounting, Computer Applications Technology]

Additional training
[Short course: Excel / Admin / Computer Literacy] – [Provider], [Year]

SYSTEMS AND TOOLS

- **Spreadsheets:** Excel, Google Sheets
- **Office tools:** Word, Outlook, PDF tools, scanners and printers
- **Business systems:** [Sage / Pastel / SAP / CRM / internal database]

REFERENCES

Available on request.

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