

# SHASHIKANT UPADHAYAY

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## PROFESSIONAL SUMMARY

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Detail-oriented and highly accurate professional seeking a Data Entry Internship. Proficient in MS Excel, Google Sheets, and data validation, with a proven typing speed of 45+ WPM and 98% accuracy. Strong background in data cleaning, structuring, and maintaining data integrity. Capable of handling repetitive tasks with focus and consistency to support organizational goals in a fast-paced environment.

## EDUCATION

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### Bachelor of Computer Applications (BCA)

Aug 2022 – 2025

*IK Gujral Punjab Technical University, Punjab*

### Advance Diploma in Computer Application (ADCA)

May 2023

*Pratistha Computer Academy, Bihar*

## SKILLS

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**Data Entry & Management:** Fast & Accurate Typing (45+ WPM, 98% Accuracy), Data Entry, Data Validation, Data Integrity, Confidentiality

**Tools & Software:** MS Excel (Advanced Formulas), Google Sheets, Power Query, SQL, Basic CRM Systems

**Soft Skills:** High Attention to Detail, Organized, Discipline, Time Management, Consistent Execution of Repetitive Tasks

## PROJECTS

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### Data Cleaning & Transformation

*Excel & SQL*

- Cleaned, structured, and transformed raw, unstructured datasets using MS Excel formulas and data validation techniques.
- Executed accurate data entry and verification protocols to ensure complete data consistency, successfully reducing database errors by 95%.

### Retail Sales Data Management

*Excel & SQL*

- Extracted, formatted, and managed large datasets from a retail database using SQL queries.
- Ensured 100% accuracy while manipulating and organizing extensive records for downstream dashboarding and reporting.

### Operational Data Extraction

*Python & SQL*

- Assisted in the extraction and structured input of large-scale ride-hailing datasets for an Uber Auto operational effectiveness project.
- Maintained strict data integrity during the transfer of data into analysis tools, ensuring reliable tracking of revenue trends and customer behavior.

## CERTIFICATIONS

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### Data Analytics & Business Intelligence

Aug 2025 – Feb 2026

*Q-Spiders / PySpiders*

### Python for Data Science

Feb 2025

*IIT Bombay Spoken Tutorial*