JYOTHSNA BARRE

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PROFESSIONAL SUMMARY

Highly detail-oriented and results-driven professional with 4+ years of experience in data entry, SAP ERP operations, banking customer service, documentation, and administrative support. Proficient in Advanced Excel, data validation, digital record management, reporting, and database operations, with a strong commitment to accuracy, efficiency, and confidentiality. Experienced in handling customer applications, processing business data, preparing reports, and supporting daily operational workflows. Possess excellent organizational skills, a typing speed of 45 WPM, and the ability to manage multiple tasks independently. Seeking a reliable remote or work-from-home opportunity in Data Entry, Data Processing, Virtual Assistance, Customer Support, Administrative Support, or AI Data Annotation, where I can contribute my skills and deliver quality results.

CORE SKILLS

AI Data Annotation • Data Entry • Advanced Excel • MS Word • SAP ERP (Business One – B1 & B2 modules) • SQL Basics • Administrative Support • Data Validation • Documentation • Internet Research • Time Management • Attention to Detail

PROFESSIONAL EXPERIENCE

Customer Service & Documentation Executive | ICICI Bank, Vijayawada *Jan 2021 – Aug 2022*

- Processed 50+ customer applications daily with a high level of accuracy under strict turnaround times.
- Verified documentation and maintained accurate digital records in line with compliance standards.
- Coordinated with cross-functional teams to identify and resolve documentation discrepancies.

Administrative Coordinator | Satya MBA College *Jun 2020 – Jan 2021*

- Managed day-to-day administration, including reports, scheduling, and office record-keeping.
- Maintained organized filing systems that improved retrieval time for academic and administrative records.

SAP ERP & Production Data Executive | Mohan Spintex India Ltd. *Sep 2018 – May 2020*

- Managed SAP ERP production data entry and reporting for daily manufacturing operations.
- Prepared Excel-based reports used by management for production tracking and decision-making.

Career Break | *Sep 2022 – Present*

- Took a planned career break to focus on family responsibilities; now returning to the workforce full of energy for remote, part-time roles.

EDUCATION

M.Com — CGPA 7.02

B.Com (Computers) — CGPA 8.02

ADDITIONAL INFORMATION

- Typing Speed: 45 WPM
- Excel: Advanced (formulas, pivot tables, data validation, reporting)
- Languages: [Telugu, English.]
- Availability: Immediate | Open to remote, part-time roles.