

Vishwajeet

Reconciliation & Data Management

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📋 OBJECTIVE

Detail-oriented and organized professional with hands-on experience in data management, reconciliation, and administrative operations. Skilled in data entry, database accuracy, Excel reporting, and customer communication. Seeking a remote Data Entry Specialist role to contribute strong typing accuracy, data integrity, and teamwork in maintaining reliable records and efficient workflows.

📁 PROFESSIONAL EXPERIENCE

Rootbridge Academy Pvt Ltd ✍

Trainee - Reconciliation & Data Management | Jun 2023 – Present

- Automated reconciliation processes for large datasets, increasing processing speed and accuracy by 20%.
- Identified and resolved 50+ recurring data mismatches per month, reducing reconciliation errors by 30% and saving 10+ hours of manual effort weekly.
- Maintained 100% database integrity by detecting and correcting discrepancies across 200,000+ records, generating actionable reports that improved data accuracy by 25%.
- Optimized SQL queries and implemented automated data validation checks, improving data accuracy by 15%.

Fundraiser | Jun 2023 – Nov 2025

- Managed donor engagement for 200+ recurring contributors, increasing follow-up response rates by 25%.
- Analyzed donor behavior to identify trends, enabling more targeted outreach and improved retention.
- Optimized messaging and engagement strategies, improving contribution consistency.

WeLive Foundation, Intern - Social Media & Data Insights | Jan 2023 – May 2023 ✍

- Managed social media content and created visuals using Canva, boosting engagement by 15%.
- Analyzed performance metrics in Excel and authored WordPress blogs to increase content reach.

TeamLease Services Ltd, Relationship Executive | Jul 2022 – Dec 2022 ✍

- Collaborated with 15+ clients to deliver tailored data reports, enhancing decision making efficiency.
- Maintained strong client relationships by providing timely insights and actionable recommendations.

🎓 EDUCATION

Bachelor of Computer Applications (BCA) | Apr 2023 – May 2026,

St. Aloysius Degree College ✍

- Microsoft Office, SQL, C#, C++, Java, Python, R programming, HTML, CSS, JavaScript more.

Diploma in Software Development | Feb 2022 - Feb 2023,

Oxford Software Institute ✍

- Covers key programming languages — C, C++, Java, Python, and SQL.
- Builds a strong foundation in structured and object-oriented programming.

📁 PROJECTS

GenAI Powered Data Analytics Job Simulation on Forage, Tata ✍

20/10/2025 – 29/10/2025

During this program, I gained hands-on experience in:

- Exploratory Data Analysis & Risk Profiling
- Predicting Delinquency using AI
- Business Reporting & Data Storytelling for Collection Strategies
- Implementing AI-driven Collection Strategies

🧠 TECHNICAL SKILLS

Programming & Data Analysis

Salesforce | Razor Pay | Data Loader | Python | SQL | MS Excel | Power BI (Basic) | Data Visualization

AI & ML Tools

AI Research & Development | ChatGPT | Gemini | Perplexity | NotebookLM

Data Entry & Tools:

HTML | CSS | JavaScript (Basic) | WordPress | Wix | GitHub | VS Code | Canva | Ms Word | Ms PowerPoint | CapCut | Editing | Email Handling

Soft Skill

Logical Thinking | Problem Solving Abilities | Research & Development Skills | AI Prompt Engineering | Analytical Thinking | Remote Collaboration | Customer Service