Liam Foster

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Accurate data entry clerk with a typing speed of 65 words per minute

PROFILE

Data entry clerk with three years' experience keying orders, invoices and customer records into ERP and CRM systems. Types at 65 words per minute, checks work carefully and keeps records consistent and up to date.

EXPERIENCE

Data Entry Clerk, Potteries Wholesale Supplies

Stoke-on-Trent | Jan 2023 – Present

- Enter around 250 customer orders and supplier invoices a day into the company's ERP system.
- Check entries against source documents and correct mismatches before month-end close.
- Clean and de-duplicate a 12,000-record customer database in Excel and the CRM.
- Produce a weekly Excel summary of order volumes for the operations manager.

Temporary Administrator, Staffs Office Recruitment (agency)

Stoke-on-Trent | Mar 2021 – Dec 2022

- Completed short placements in finance, warehouse and council offices, learning new systems quickly.
- Scanned and indexed archive files and updated records to agreed naming rules.
- Kept every placement's personal and financial data confidential.

EDUCATION

Level 2 Certificate in IT User Skills, Stoke-on-Trent College

Stoke-on-Trent | Sep 2020 – Jun 2021

GCSEs, Sandon Academy

Stoke-on-Trent | 2020

- 6 GCSEs at grades 6–4, including English and Maths

SKILLS

Typing at 65 wpm, Accurate data entry, Microsoft Excel (sorting, filters, VLOOKUP), ERP and CRM systems, Data cleansing, Document scanning and indexing, Confidentiality and GDPR