CHARITH ERANDA

Data Entry Assistant & AI Enthusiast

CONTACT

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📍 Colombo, Sri Lanka

EDUCATION

2022 - 2023
M/MADULLA NATIONAL COLLEGE

- G.C.E. Ordinary Level Examination

2023 - 2025
ROYAL COLLEGE

- G.C.E. Advanced Level Examination

2023 - 2024
JAVA INSTITUTE

- Gained fundamental knowledge in IT and software applications.

SKILLS

- MS Office (Word, Excel, PowerPoint)
- Fast Typing (55 WPM) & Data Entry
- Google Workspace (Docs, Sheets)
- Time Management
- Internet Research
- Attention to Detail
- Basic Graphic Design

LANGUAGES

- Sinhala (Native)
- English (Intermediate)

PROFILE

Detail-oriented IT student and Data Entry Assistant with a strong passion for Artificial Intelligence and Machine Learning. Skilled in accurate data digitization, audio transcription, and dataset preparation. Proficient in using AI tools like ChatGPT and Gemini to enhance productivity. Eager to join a dynamic organization as a trainee to contribute to data accuracy while expanding knowledge in the AI industry

CORE SKILLS

- Data Handling: Data Entry, Data Cleaning, Dataset Preparation, Information Verification.
- Transcription: Converting Audio to Text, Proofreading, Editing Digital Documents.
- AI & Tech: Familiarity with Generative AI (ChatGPT, Gemini), Google Workspace, MS Office (Excel/Word).
- Soft Skills: Attention to Detail, Fast Typing (55+ WPM), Time Management, Team Collaboration.
- Quality Assurance: Error Detection, Data Verification, Adhering to Guidelines, Maintaining Data Integrity.

WORK EXPERIENCE

Freelance Projects

Freelance Data Entry & Transcription Support (2024 - Present)

- Performed accurate data entry and document formatting for various clients, ensuring 98%+ accuracy.
- Assisted in transcribing audio files into digital text formats, maintaining strict attention to detail.
- Used AI tools to proofread content and summarize data efficiently.
- Managed and cleaned datasets using Microsoft Excel and Google Sheets to ensure error-free records.

✱ References available upon request.