

NAVEEN MOURYA

Nangloi, Delhi 110041 | 9871610463 | naveenmorya30@gmail.com

PERSONAL SUMMARY

Data Entry Operator with expertise in EPFO, focused on optimizing data management and increasing processing speed. Proficient in Microsoft Excel and file organization, successfully converted physical data to digital formats, enhancing accessibility. Strong communication skills facilitated seamless workflows, boosting overall organizational efficiency.

COMPUTER

- Knowledge of Microsoft Excel and Google Spread Sheet
- Typing Proficiency
- Operating System : Windows all versions
- Good Knowledge of Computer
- Knowledge of Ms-Word, Power Point
- Good in Office operational Software

WORK HISTORY

10/2022 – 05/2024 **Data Entry Operator**

EPFO (Employee Provident Fund Organization)

- Optimized data management in Excel, enhancing accuracy and processing speed.
- Coordinated file management tasks to boost organizational efficiency.
- Managed email communications to ensure seamless operational workflows.
- Entered data accurately into EPFO's management systems.
- Converted physical data into digital formats for improved accessibility.

BASIC QUALIFICATION

Year 2020 **B.COM** (School Of Open Learning) Delhi University

Year 2016 **12th** (Central board of Secondary Education)

Year 2014 **10th** (Central board of Secondary Education)

ADDITIONAL SKILLS

- Complete Knowledge of Stenography
- Typing 40 wpm (English)

LANGUAGE

- Hindi and English

HOBBIES AND INTRESTS

- Love to play Cricket
- Good in Chess
- Love owns company
- Time Management

PERSONAL INFORMATION

- Father's Name : Mr. Yad Ram
- Date of Birth : 21st May 1998
- Gender : Male
- Marital Status : Unmarried
- Religion : Hindu

DISCLAIMER

- I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.