

Divyansh Papne

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CAREER OBJECTIVE

To seek a job in computer operator where I can utilize my technical knowledge and skills for the organization and individual growth.

EXPERIENCE

Crystal by Tarun designer Pvt Ltd (9th dec-2023 to 9th dec-2024)

- Fill entry for the daily operation works
- Taking calls from the visitors and provide them the guidance
- Maintain excel worksheet in the system

OM LOGISTCIS PVT LTD[1 Year Experience]

- Tally caller
- Email marketing
- Making Excel Spread Sheet
- Responding mails
- Solving payment issues

MAX SUPER SPECIALITY HOSPITAL[4 month internship]

- Work in CGHS Portal register patient bills
 - Upload their documents
 - Prepare their bills
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EDUCATIONAL QUALIFICATION

10th Passed : R.S.B.V Surajmal Vihar Delhi-110092 (2011-2012)
12th Passed : R.S.B.V Surajmal Vihar Delhi-110092 (2013-2014)
ITI : Akashline Institute (NCVT) in COPA(Computer Operator and
Programing Assistant)
BA Passed : Delhi University (2018)

SKILLS

- Microsoft office(Ms Excel, Ms Word)
- English and Hindi Typing 35-40 wpm
- Good verbal and communication skills

PERSONAL INFORMATION

- Date of Birth: 19-12-1996
Address:-B-23 first floor Panchsheel garden Naveen Shahdara delhi-110032

I hereby, affirm that the information furnished above is true to my knowledge.

PLACE-DELHI