

SHANAVAJ

DATA ENTRY OPERATOR

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Swami Shardhanand
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OBJECTIVE

To leverage my skills and experience as a Data Entry Operator and to contribute effectively to a dynamic organization that values precision, efficiency, and continuous improvement. To secure a challenging position in a reputable organization to expand my learning Knowledge , and skills.

EXPERIENCE

1. ONE YEAR EXPERIENCE AS DATA ENTRY OPERATOR POST IN MOHA
2. PROFICIENT IN DATA ENTRY AND MANAGEMENT USING [SPECIFIC SOFTWARE/SYSTEM].
3. TECHNICAL EXPERTISE IN ITI FITTING, INCLUDING PRECISION ASSEMBLY AND MAINTENANCE.
4. STRONG ATTENTION TO DETAIL AND ACCURACY IN ALL TASKS.
5. EFFECTIVE PROBLEM-SOLVING SKILLS AND ABILITY TO WORK UNDER PRESSURE.

COMMUNICATION

Excellent communication and teamwork abilities.

EDUCATION

1. MATRICULATION PASSED FROM CBSE BOARD
2. SENIOR SECONDARY PASS FROM CBSE BOARD
3. B.A POLITICAL SCIENCE (HONS.)
4. ITI FITTER 2023

KEY SKILLS

- MS WORD
- MS EXCEL
- MS POWER POINT