**First Name of Application CV No 1625784**

Whatsapp Mobile: +971504753686



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**Career Objective :**Seeking a position as a data entry where I can maximize my accurate keyboard skills in a demanding work environment. To obtain Computer operator cum Data entry employment in a company that recognizes hard work and reliability as central to successful job performance.To secure a position of Computer operator cum Data entry operator where my organizational and office skills are well utilized.

**Education Profile :**

* BSC/it in Computer Science from Sikkim Manipal University Distance Education  
   New Delhi. (Passing years 2013)
* 12th Passed from (BSEB) Bihar School Examination Board Patna.( Passing years 2009)
* 10th Passed from (BSEB) Bihar School Examination Board Patna.(Passing years 2007)

**Diploma In Computer :**

* **(PGDCA)**[Post Graduate Diploma in Computer Applications](http://www.mcc.edu.in/index.php?option=com_content&view=article&id=973&Itemid=1038) from Vedanta foundation New Delhi.

### (DCA)[Diploma in Computer Application](http://spg.edu.in/dca.php) from Horizon Institute Bihar.

**Technical Skills :**

* MS-Word
* MS-Excel
* Powerpoint
* Installing software & Hardwaremaintenance.
* Excellent spelling and grammar skills.

**Work Experience :**

**GEC(GlobalExhibitions&conferencePvt.Ltd.**NewDelhi–110017  
**Designation:**Computer Operator Cum Data Entry Operator.  
**Period:**01stSeptember 2012 to 10th December 2015.

* review and check applications and supporting documents.
* scan documents into database.
* load information onto prescribed databases.
* maintain complete activity logs and prepare reports.
* respond to requests for information and statistics.
* retrieve and present required information in various formats.
* manage application changes.
* prepared documents for data entry.
* verified, updated and corrected source documents.
* checked printouts and performed statistical checks for accuracy.
* recorded all tasks and activities.
* prepared and submitted reports.
* routed data to appropriate staff.
* performed daily control functions.
* Performed data entry-alpha and numeric data entry to add new records, verify, correct, edit, and change.
* Utilized scanner, copier and printer to perform tasks.

**Personal Detail :**

* Date of Birth : 12th Feb, 1991
* Marital Status : Single
* Sex : Male
* Nationality : Indian
* Languages Known : English, Hindi & Urdu