**PRATEEK**

# OFFICE ADMINISTRATOR | ANALYSIS EXECUTIVE

# DATA ENTRY OPERATOR

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Dubai, U.A.E.

**OBJECTIVE**

Obtain a position within theexcitingfield of technology,**Technical Skills**

I am aiming to work in a company that promotes the idea of

Continuouslearning, good teamwork where I canpursue  MS Excel

And expand my career in software development field.  MS Word

SQL

**Experience**

 **Certification Office Administrator** Oracle Certified SQL-**‘GandhiBagh’ the Online Mega Retail Store (P) Ltd.**Fundamental (1Z0-051)

**January 2016-till date**

[**www.gandhibagh.com**](http://www.gandhibagh.com)

 **-**Coordinating office activities t secure efficiency.

- Manage Phone calls and correspondence.

- Researching organizations and individuals online

(especially on social media) to identify new leads and**Management Skill**

potential new markets

-Contacting potential clients via email or phone to establish Presentation Skills

rapport and set up meetings****Time Management

-Create and update records with database. Planning Technique

-Track stocks of office supplies. Decision Making

-Creative talents and the ability to solve tough problemsDelegation

- Attention to detail.

-Submit reports timely and preparing presentations.

-Scheduling appointments and meeting for upper management.

**Data Operator and Analysis Executive**

**Z Square Shopping Mall (P) Ltd. Kanpur**

**August-2012-October 2015**

**Data-Operator Tasks:**

-Data entry task such as performing calculation

over data, managing data, inserting data

 in a MS excel.

 -Various type of reporting over data as required

 by other departments.

-Building own formulas, pivot tables in excel

 for specific use.

-Importing data from other Spreadsheets, **Personal Information**

 MS Access and from websites.

  Date of Birth 06/06/1989

**Executive Tasks**:

-Creating promotional ideas. Passport Number J3331065

-Creating contents for website and events. Issue Date 6th October 2012

-Handling of office documentations. Expiry Date 5th October 2020

-Preparing Reports, writing emails Place of Issuing Lucknow,

-Co-ordinating with junior staff for events. Uttar Pradesh,

-Managing events in mall.India

 **Visa Status - Visit**

**Education Visa Valid**

**Bachelor of Technology**

* Utter Pradesh Technical University
* Computer Science and Engineering
* 2008-12
* 79.2%
* Topper of 2008-12 batch

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**Intermediate (12th)**

* Utter Pradesh Board of High School and Intermediate
* Physics, Chemistry, Mathematics
* 2005-2007
* 88.2%
* Merit Holder (20th Position over all Uttar Pradesh)

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**High-School (10th)**

* Utter Pradesh Board of High School and Intermediate
* Physics, Chemistry, Mathematics
* 2004-2005
* 81.5%

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