**CURRICULUM VITAE**

**CHUMUKI**

**COMPUTER OPERATOR (DOCUMENT CON.)**

Email:[**chumuki.380434@2freemail.com**](mailto:chumuki.380434@2freemail.com)



**OBJECTIVE:**

To be employed in a leading organization such that I can make use of the opportunity to come up through the ranks and knowledge for growth the organization as an**COMPUTER OPERATOR 8 yearExperience** and work towards the progress of the company as a whole.

**EXPERIENCE DETAILS:**

##### Work as Document Typing in HERO HONDA SHOWROOM at BARIPADA, INDIA (JUNE 2009 TO MARCH 2010)

##### Worked as a Computer operator at PODA ASTIA HIGH SCHOOL – INDIA (APRIL 2010 to MARCH 2011)

##### Worked as a Computer operator at SANKAR STORE SHOP (UNDER DABER CO.) –BARIPADA,INDIAfrom (APRIL 2011 to JULY 2017)

**PROFILE:**

* Excellent typing hand.
* First typing and read the file.
* 1Yeare experience as a Document Typing in HERO HONDA SHOWROOM.
* 1 Year experience as a Computer Operator PODA ASTIA HIGH SCHOOL.
* All the document and student detail entry.
* 5 year experience as a Computer operator at retail shop (SANKAR STORE).
* My best experience in this store.
* Controlling all the document and list.

**DUTIES AND RESPONSIBILITIES:**

* I am honestly work in my best.
* All the document and bill, save the properly save my system.
* My school experience is student document properly type and save my system.

**ACADAMIC PROFILE:**

* Bachelor of Arts at**NORTH ORISSA UNIVERSITY**from **Baripada Degree College**, **ODISHAINDIA.**
* +2 ARTS at **B.B. Mahavidyalaya, Dukura, Mayurbhanj (CHSE) ODISHA INDIA**

**CORE STRENGTH:**

* Excellent interpersonal communication
* Independent, self-driven and efficient team player.
* Reading News Paper Writing small stories

**COMPUTER SKILLS:**

* TALLY
* MS Office (MS Word, Excel, Power Point)
* Plat Form : Windows 2000/XP/VISTA
* Web Browsing and Internet applications

**PERSONAL DETAILS:**

Date of Birth : 15th.June.1989

Marital Status : Married

Nationality : Indian

Languages Known : English, Hindi,and Odia.

Visa Status : **VISIT VISA**

**DECLARATION:**

I hereby declare that the information given above is true to the best of my knowledge.

Thanking You