**Ashish Gaur**

 **Dubai**, **UAE**

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 **+971-56-2443323**

**CAREER OBJECTIVE**

To solve problems in an effective/creative manner in a challenging position. To obtain a position that challenges me and provides me the opportunity to reach my full potential professionally and personally utilizing my abilities and years of experience in your organization that is progressive intellectually and technically and one in which practices collaborative leadership, integrity and honesty



**PROFILE SUMMARY**



**AREAS OF EXPERTISE**

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| --- | --- | --- | --- | --- | --- |
|  |  | **Configure LAN WAN AND** |  |  Remarkable experience in data entry (alpha and numeric) |  |
|  |  |  |  Proficient in Microsoft Office products (Word Excel and Outlook), 10- |  |
|  |  | **ETHERNET** |  |  |
|  |  |  | key and alphanumeric typing |  |
|  |  |  |  |  |
|  |  | **Maintenance domain controller** |  |  In-depth knowledge of entering data fields into computers in Windows |  |
|  |  | **and group policies** |  |  Posses typing Speed 30-35 words per minute |  |
|  |  |  |  |  Excellent data entry skills |  |
|  |  | **Create and Maintenance DNS** |  |  Strong clerical and administrative skills |  |
|  |  |  |  Ability to process high volume of data on-line accurately |  |
|  |  | **DHCP Server** |  |  |
|  |  |  |  Profound ability to work independently |  |
|  |  | **Make privacy on group users** |  |  |
|  |  |  |  |  |  |
|  |  | **and computer through group** |  |  |  |  |
|  |  | **policy and sid.** |  |  |  |  |
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|  |  |  |  | **ORGANISATIONAL EXPERIENCE** |  |  |
|  |  |  |  |  |  |
|  |  |  |  | **PREVIOUS EXPERIENCE** |  |  |

**July 2014 to June 2018** **MedSave Health Care TPA LTD New Delhi, India as Data Entry Operator**

**Role:**

Date Entry Operator for entering medical bills into the system.

Handling customer queries through emails and telephone.

Send letter to customer/hospital for their claim approval/rejection and handling claim related queries.

**Highlights:**

I Have good knowledge of medical claim data entry operator and good typing speed to do work in a time.

**PROFESSIONAL QUALIFICATION**

* Completed Jetking Computer Hardware Networking Professional from Jetking Bijnor,India in 2011.
* Completed MCITP/SA (Microsoft Certified Information Technology Professional/Server Administrator) coaching from NIIT Delhi in 2013.

**TECHNICAL SKILLS**

* Knowledge of windows OS 2000,2003,2007,2010.
* Solve any kind of networking problems
* Software Installation, updating and troubleshooting
* Knowledge of Active Directory Domain Service 2008(ADDS)
* Basic knowledge of LAN, MAN, CAN, WAN
* Basic knowledge of MS Office 2010, MS Office 2016

**EDUCATION**

* Completed Higher Secondary from Uttrakhand Board, India in 2010
* Completed Senior Secondary from Uttrakhand Board, India in 2007

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|  | **PERSONAL DETAILS** |
| Date of Birth: | 15th October 1990 |
| Languages Known: | English & Hindi |
| Nationality: | Indian |
| Passport Details: | S2466330 (Issued at Dehradun & valid up to 23/04/2028) |
| Visa Status | On Visit Visa valid till 10th Oct 2018 |
| Marital Status: | Married |
| Number of Dependents: | 2 |
| Permanent Address India | S/o Mr. Prakash Gaur |
|  | Village & P.O-Mawakot |
|  | Kotdwara, Distt –Pauri Garhwal |
|  | Pin Code 246149, |
|  | Uttrakhand, India |
|  | **India. Mob: +91 8057311908** |