**First Name of Application CV No 1681764**

Whatsapp Mobile: +971504753686



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**Career Objectives:**

To be a part of team, where I can utilize my knowledge and skills for a better future of the organization & also to improve myself by continuous learning in & outside the preview of my responsibilities.

**Work Experience:**

(1) Office of the Village Panchayat Verla Canca Goa

* Designation: Computer Operator.
* Duration: 3 years

(2) Idea Cellular Limited

* Designation: Data Specialist
* Duration: 2 years

**Job Description:**

* Word processing, record keeping, filing, data entry and other activities involving general office and administrative skills.
* Establish work schedules and procedures and co-ordinate activities with other work units/branches or departments.
* Resolve work-related problems and prepare and submit progress and other reports.
* Receive and register invoices, forms, records and other documents for data capture.
* Input data into computerized databases, spreadsheets or other templates using a keyboard, mouse, or optical scanner, speech recognition software or other data entry tools.
* Import and/or export data between different kinds of software.
* Verify accuracy and completeness of data.
* Requisition supplies and materials required for Office.
* Ensure smooth operation of office equipment and machinery, and arrange for maintenance and repair work.
* Maintaining a friendly relationship with customers.

**Software skills:**

* IT Exposure: All operating systems (Windows)
* Package: MS Office

**Strengths:**

* Self-Learns, good Listeners, ability to motivate and work with team.
* Ability to work under pressure, adaptable, creative and imaginative.

**Education Qualification:**

* Diploma in Electronics Computer Hardware and Networking in July 2010
* Completed Course in Mobile Repair & Electronic Servicing in July 2010
* B-COM - Yashwantrao Chavan Maharashtra Open University passed in May 2013.
* HSSC - Goa Board passed in March 2007
* SSC - Goa Board passed in March 2005  
    
    
    
  **Personal Particulars:**
* Date of Birth: 30 October 1989
* Gender: Male
* Nationality: Indian
* Marital status: Single
* Language Known: English, Hindi, Konkani and Marathi.

**Declaration:**  
I hereby declare that all the above information written is true to the best of my knowledge.

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