RAJU

Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.



Experience

Educational Iinstitution



*2007 - 2019*



COMPUTER OPERATOR



Education

Osmania university



*2007*



Master of science in Maths with Computer science



Kakatiya university



*2005*



Bachelor of science in computer science



Duties And Responsibilities

•Oversee maintenance and operation of computer hardware systems. Control console of mainframe digital computer .Perform maintenance tasks such as checking for viruses, backing up tape, upgrading software, and other basic maintenance.

•Transferring data from paper formats into computer files or database systems. Typing in data provided directly from customers. Creating spreadsheets with large numbers of figures without mistakes.

•Prepares equipment for operations by accessing software in computer . Makes appropriate changes to the documentation, as needed. Monitors and manipulates daily system works Starts operations by entering commands.

•Data operations includes collecting data in databases •Maintaining accurate records of valuable company information •Responsible for the records of employees data

•Maintain client operation confidence and protect operations •Maintaining online forms and spreadsheets



Technical Skills

 MS Oﬃce Web browsing



C,C++, DBMS



Strengths And Skills

Creative and enthusiastic approach both in and out of the classroom



An excellent team player both within the department and across phases



Excellent IT and interpersonal communication skills to work closely with students and parents



Quick Adoptability to new technologies Quick learner and ability to work under pressure Self confidence and strong determination



Time Management,Strategic Planning, Resourcefulness,Detail-Oriented, Anticipates Needs,Organizational Skills,Time Management Skills,Dependability,and,Reliability,Confidentiality.



Technology Skills,Communication Skills, Written Expression,Oﬃce Coordination. Administrative Services.Problem-Solving Skills.



Honesty,Technical Competency. Work Ethic,Flexibility. Determination and Persistence. Ability to Work in Harmony with Co-Workers.



Personal Profile



Marital status: Married



Date of birth: 26/01/1985



Languages: English, Hindi, Telugu

Email: [raju-396895@gulfjobseeker.com](mailto:raju-396895@gulfjobseeker.com)

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>



Declaration



I here by declare that all of the above written particulars are true to the best of my knowledge and belief

