

# Niranjan Dixit

DATA ENRTY SPECIALIST



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## PROFILE

A dedicated student with a strong work ethic, experienced in public service and teamwork. Skilled in working independently and collaboratively, with excellent organizational and IT skills.

## SOFT SKILLS

### Project Management



### Problem Solving



### Creativity



### Leadership



## SKILLS

- Email and Telephone Etiquette
- Basic Mathematics
- Team Collaboration
- Social Media Platforms
- Active Listening
- Verbal and Written Communication
- MS Office
- Time Management
- Attention to Detail
- Learning Assessments
- Bilingual Communication
- Punctual and Reliable
- Editing and Proofreading
- Data Entry
- Energetic and Enthusiastic
- Google Suite
- Flexible Schedule
- Document Scanning
- [Language] Fluency
- Team Development
- File and Document Management

## ABOUT

Hardworking student with focus on quality and teamwork. Passionate about public service and community involvement, highlighted through volunteer work. Works well with colleagues, students and community to create diverse, inclusive office and campus. Enthusiastic Student with superior skills in working in both team-based and independent capacities. Bringing strong work ethic and excellent organizational skills to any setting. Excited to bring above average user skills in information technology and social media.

## EDUCATION HISTORY

- Btech in Computer Science, Medi-Caps University
- Diploma in Computer science, Govt polytechnic college nowgong
- Govt. Model higher secondary school bijawar

## EXPERIENCE

- Academic Excellence in Product Design, English and Mathematics
- President of the Sports student's Club Staff
- Member, Alumni Association
- Contributed as Sales Executive in Bric International

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