GIRISH SINGH BHAISORA

HALDWANI, UTTRAKHAND

PIN CODE-263139

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**PROFESSIONAL SUMMARY**

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

**SKILLS**

* Research and data analysis
* Records maintenance professional
* Microsoft Word
* Microsoft Outlook
* Microsoft Excel – Pivot Table

Vlookup

Hlookup

Dashboard create

* Microsoft Power BI – Data Visualization

Dashboard create

* Spreadsheets
* Tally software

**WORK HISTORY**

* July 2022 - Current

**APPEN CONNECT** - Freelancer Transcriber.

* March 2022 - June 2022

**BERGER PAINTS** -Gate Checker

* December 2021 - October 2022

**Transport Line** - Loading and Unloading

* June 2020 - October 2021

**Mahindra Finance** - Case Recovery Agent

* March 2018 - December 2019

**Sales And Marketing** – Showroom

**EDUCATION**

* June 2012 - June 2015

D.S.B Campus NAINITAL

**Bachelor of Art**

* May 2007 - June 2008

Government Inter College NAINITAL

**High School**

* June 2011 - June 2012

Government Inter College NAINITAL

**Intermediate**

**CERTIFICATION- Great learning Academy**

* Business Intelligence
* Microsoft Excel
* Date Visualization With Power BI

**ADDITIONAL QUALIFICATION**

* 1 Year Course of “ diploma in Advance Computer Software” from ICS Education Hub

**FREELANCER ( part-time)**

* Working as a part time freelancer ( localization & transcription ) on various platforms like Appen, Upwork, Oneforma etc

**Languages**

* HINDI
* ENGLISH

**DECLERATION**

I, hereby declare that all the information provided is true and if any information found wrong or false, I would be solely responsible for the same

Place Girish singh bhaisora

