



RANJAN KHAREL



Phone

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Email

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Location

Naya baneshwor , Kathmandu

+ SUMMARY

Dedicated and detail-oriented professional seeking a data entry position to utilize exceptional organizational and data management skills for the efficient processing of information.

+ EDUCATION

Diploma in computer Engg.

Janjyoti Technical school / Sarlahi / January, 2019 - May, 2022

BCA

Divya Gyan College / Kathmandu / August, 2023 - Present

+ SKILLS

- Accurate and fast keyboard typing skills.
- Knowledge of data validation and verification techniques.
- Operation of document scanning equipment.
- Proficient in office package such as Ms Word ,Ms Excel , Ms Access
- Database Management ,Time Management & Communication Skills
- Knowledge of data mining.

+ LANGUAGE

- Nepali
- English

+ REFERENCES

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