



# MOHAMMAD SUFIYAN DANISH

Computer Operator

## About Me

To secure a challenging position in a reputed organisation to enhance my learnings, knowledge and skills.

## My Contact

🏠 Beside Madarsa, Adarsh Nagar, Auri More, Anpara, Sonbhadra UP231225

✉ mddanish151@gmail.com

☎ +91 7408052027

## Skills

- Ms Excel
- Ms Word
- Ms Powerpoint
- Adobe Photoshop
- Good Typing Speed

## Education

- Mahatma Gandhi Kashi vidyapeeth Graduation (B.Com) In 2016
- D.A.V Public School Intermediate (Commerce) In 2013
- D.A.V Public School High School In 2011

## Certification

- **NIELIT (Sep2015)**  
Course on Computer Concepts(CCC)
- **Tally Academy (Sep2016)**  
Course on TallyERP.9
- **Skill India (Aug2016)**  
Course of BPO throughIL&FS
- **NSEIT (Oct2017)**  
Certificate on AadhaarSupervisor
- **Kimo.ai (Mar 2024)**  
Certificate in Full Stack Web Development

## Declaration

I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.

## Experience

### CB Supermart, Anpara

Accountant, Manager (Jun 2024 - Till date)

Key responsibilities:

- Responsibilities for flow of the cash and maintain records accordingly.
- Manage products of the store.

### Sidharth Honda, Anpara

Computer Operator (Oct 2018 - Dec 2023)

Key responsibilities:

- Data feeding of customers.
- Makes suitable paperwork improvements if necessary & maintain data according to it.
- Maintaining Sale, Dispatch & Retail of M/S & S/C on monthly basis.
- Reviewing customer feedback and market research with competitor.
- Feeding Vehicle data on Vahan~4 portal for registration.

### Anand Hero, Anpara

Computer Operator (Mar 2017 - Sep 2018)

Key responsibilities:

- Maintaining accurate records of customers on computer.
- Organize all the details to feed on computer.
- Feeding all the important data in company software.
- Feeding Vehicle data on Vahan~4 portal for registration.

### Competent Synergies Pvt. Ltd., Mohali

Customer Service Executive (Sep 2016 - Mar 2017)

Key responsibilities:

- Handling Customers on call.
- Verify all the information from customer.
- Providing detailed information to customers.
- Feeding customers details on Company Software

Date:

MOHAMMAD SUFIYAN DANISH