

# KAMLESH SURYAVANSHI

Data Operations, Administration & Web Support Specialist



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120 Gandhi Nagar Nandurbar 425412

Date Of Birth 12-07-1999

Driving Licence Available

Blood Group A+

MCA graduate and fresher with exposure to administration support and data operations during training at District Hospital, Nandurbar. Equipped with skills in data entry, documentation, record maintenance, and Excel-based work, along with basic academic knowledge of Web Development and Data Operations acquired during MCA studies. Seeking an entry-level opportunity in Administration, Office Support, IT Corporate, Banking, or Web Support.

## EDUCATION

### BACHELOR OF SCIENCE (COMPUTER SCIENCE)

North Maharashtra University, Jalgaon

### MASTER OF COMPUTER APPLICATIONS (MCA)

Manipal University Jaipur (Online)

## SKILLS

Administration & Office Support

Data Entry & Record Maintenance

Documentation & File Handling

Computer Operations

Communication & Coordination

Typing English & Marathi

## TOOLS & TECHNOLOGIES

MS Word, Excel, PowerPoint

HTML, CSS, JavaScript (Basics)

MySQL (Basics)

Figma (Basics)

GitHub

ISMV6

## LANGUAGE

English | Marathi | Hindi

## EXPERIENCE

### DATA ENTRY OPERATOR (OJT)

Yashaswi Academy For Skill | District Hospital Nandurbar

Data Entry And Updating Of Official Records

Administrative Documentation And Register Maintenance

File Handling, Inward-Outward entries, and record organization

Excel-Based Data Work And Basic Reporting

Assisting Staff In Routing Office And System-Based Tasks

Following Office Procedures And Confidentiality Norms

## COURSES & CERTIFICATIONS

### MS-CIT

GCC-TBC Typing English 40 WPM & Marathi 30 WPM

Meta Front-End Developer Professional Certificate

Google Data Analytics

Generative AI: Prompt Engineering Basics By IBM

Introduciton to Artificial Intelligence By IBM

## WORKSHOP

### TWO DAY AI TOOL WORKSHOP BY BE10X

Creat Presentation Using AI

Analyse Data Using AI

Code And Debug Using AI In Under 10 Min