

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

Follwing 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: Promt Engineering Basics By IBM

Introduciton to Artificial Intelligence By IBM

WORKSHOP

TWO DAY AI TOOL WORKSHOP BY BE10X

Create Presentation Using AI

Analyse Data Using AI

Code And Debug Using AI In Under 10 Min