

SATYANARAYAN SHARMA

DATA ENTRY (EDP)



CONTACT

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OBJECTIVE

I am an Graduate from Kota University who would like to secure the position of data entry operator within a well developed. Motivating and progress-driven company in the coaching industry.



EXPERIENCE

2002 - 2003	VISION2000 Kota
2003-2005	Allen Kota
2005-2008	Edunova Ahmedabad
2008-2010	Abhyas Foundation Ahmedabad
2010-2018	Edunova Rajkot Computer Operator, Center Head, Manager
2018-2020	SatyaVandan Institute Rajkot Computer Operator, Chief Development Officer
2020-till	Abhyas Foundation Ahmedabad Computer Operator, Management, Marketing, Business Develop



SKILLS

Customer Relations

Communication Skills

Listening Skills

Organization Skills

Page Maker, Coral Draw, Photoshop, MS Office