

# DINESH DHAMELIYA

303, NILKANTH PLAZA FLAT, HARI OM NAGAR, KALIYABEED,  
BHAVNAGAR, GUJARAT (INDIA) PIN-364002.

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Caste Hindu/Patel

Category General- Physically challenged (only LEG - 75%)

DOB 01/11/1978

## ➤ Objective (Only Work from Home)

CSE / BDE / Digital Marketing / Email Marketing / Computer/Data Entry Operator.

## ➤ Education

- Graduate ( B.Sc. with Zoology )- in 2000 with first class.

## ➤ Certificate / Computer Training

- Certified Trainer of Domestic Data Entry Operator by National Skill Development Corporation of India.
- CCC/Data Entry Operator.
- The Fundamentals of Digital Marketing by Google Digital Garage on 06/11/2021.
- Google Analytics Provided by Great Learning Academy on May-2022.
- Email Marketing Provided by Great Learning Academy on Aug-2022.

## ➤ Work Experience

- 1) Office clerk experience in Trust office 10 years.
- 2) Customer Service Executive (CSE)-Non Voice (US Medical Billing Process Work) in Medusin Solution Pvt Ltd for 9 Months.
- 3) Manager, Computer Trainer (Word, Excel, PPT, Internet, Email) of CCC & CPT in MOHRA COMPUTER INSTITUTE Bhavnagar Day Shift (Part Time). From July-2019 to Continue.....
- 4) Currently working as a **Jr. Web Data Researcher (Gathering Data from diff. Job portal like: LinkedIn, Indeed, reed, Monster, Google and also as per Location) In Uplers Solutions Private Limited. From 29-07-2021 to continue...(Night Shift).**

## ➤ Skill & Interest

- Management and Training of around 1000/Year students Computer Class.
- Digital Marketing, Email Marketing, Data entry work, Communication, Office/Clerical Work, Team Work, Leadership, Share Trading, online Trading, Demat / Trading Account.
- Knowledge of POWER BI.
- Expertise in Excel (Formulas), Word, PowerPoint, Outlook.

## ➤ Language Known

Gujarati, Hindi, English.