

# KISHAN PANDYA

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## EXPERIENCE

### 2015 TO 2021

**DATA ENTRY OPERATOR**, IT MUSKETEERS SERVICES PVT LTD.

Responsibilities - All Microsoft Office Related work (Expertise in Word, Notepad, Excel, PowerPoint, Data Entries.

### 2021 TO CURRENTLY WORKING

**DATA ENTRY OPERATOR**, GUJARAT WATER RESOURCES DEVELOPMENT CORPORATION LTD., GANDHINAGAR, GUJARAT

Responsibilities- working in State Program Management Unit Atal Bhujal Yojana, Central Government Authorized Project Gandhiagar.

Data Entries, Gujarati/Hindi/English Typing, Attained and Arrangement all Government Meetings, Staff Salary Bill and entries, account department handling all work(cashbook, Check Register, Reconciliation statement etc.)

(Current Salary Per Year- 2.40.000 In hand)

(Current Salary Per Month- 20,000 in hand)

## EDUCATION

2011

10TH

69.24%

2014

12TH

42%

2012

Diploma Computer

89.65%

- Good Typing Speed
- Computer Known

**CAREER OBJECTIVE**

- TO WORK IN SUCH PROGRESSIVE ORGANIZATION WHERE I CAN UPGRADE MY TECHNICAL AND MANAGEMENT SKILLS.
- I WANT TO BE A PART OF SUCH GREAT COMPETITIVE TEAM.

**THANKS**

**DATE:26/03/2023**

**YOUR FAITHFULLY  
KISHAN PANDYA**