Curriculum- Vitae

**Post applied for : Data Entry operator/admin clerical works**

**SATISH CHANDRA BHATT**

**Mobile: 9784807321, 8764397005**

**Mail Id:** [**satishbhatt2011@gmail.com**](mailto:satishbhatt2011@gmail.com)

**Working Experience:**

* Worked as a  **Data entry Operators /admin clerical works**  in **H.A.drugs Distributors PVT.ltd ,Sagwara (Raj.) (India) from 2010 to 2018.**

**Professional Qaulifications:**

* Diploma in computer science (DCS)
* **Diploma in RSCIT(Rajasthan state certificate course in Information Technology)**

**Carrier Objective:**

**Honesty is the best policy for me.**I am hardworking,punctual & pragmatic person with good sense of humor,get along well

With peoples,have the ability to accept challenges in life and completing the given job.Self motivation is my biggest asset.

* **Acedemic Qaulifications:**
* S. S. C from Rajasthan Secondary Education Board in March1998 62% – Ajmer
* H.S.C From Rajasthan Secondary Education Board March2000 60% – Ajmer
* B.A. From Rajasthan University in April 2004
* **Diploma in RSCIT (Rajasthan state certificate course in Information Technology)**

**Job Responsibilities:**

* Use to make and maintain inventory register of the medicines and surgical.
* To do all th data entry work as per the instructions and orders.
* Use to make invoices,quotations,and challans &banking documentations.
* To complete the given task in the specified time schedule.
* Responsible to look after the sales and purchases plans.
* Use to make clerical works ,data entry & information processing workers enter data in computer.
* Operate a variety of office machines and to perform other clerical & admin works.
* To look after the cleaning work of the office premise.
* Use to help the colleagues whenever and whatever they required.
* To set up and prepare reports,letters,mailing labels and other texi materials.
* Use to make tags,packing lists,computer forms and prepare shipping documents.
* I have excellent knowledge of Clerical Works, DATA Entry and computer related works.
* To report to the Manager about the completed works on daily basis.
* And complete the clerical works and proper filling system in office.

**Skill & Strength:**

* I am skilled in properly dealing with customers & colleagues.
* Excellent knowledge of Clerical works ,Data Entry and computer work.
* I am highly motivated team work oriented person.
* Hard working,honest & dedicated to work.

**Languages known:**

* English,Hindi &Gujrati.

**Personal Profile:**

Father Name : Mr.Chhagan Lal Bhatt

Date of Birth : 22-06-1982

Gender : Male

Nationality : Indian

Marrital Status : Married

Address : VPO Decha

Tehsil Sagwara Dist.Dungarpur(rajasthan)India

Email ID : satishbhatt2011@gmail.com

Passport No. : H9363678

Date of Issue : 7-04-2010

Date of Expire : 06-04-2020

Place of Issue : Jaipur

Satish Chandra bhatt