



SACHIN

Objective

Dynamic and motivated individual seeking to leverage my foundational skills in operating CSC centers and my enthusiasm for customer service in a BPO (Business Process Outsourcing) environment. Eager to contribute to a team-oriented setting, utilizing my strong communication skills, attention to detail, and passion for delivering exceptional service to clients.



+91-7983682079



sachinkumar1742@gmail.com



H-no 22/3 Ramswaroop Colony
Shahaganj, Agra , UP.

LANGUAGE

- English 80%
- Hindi 95%

SKILLS

- Communication
- Problem-solving
- Adaptability
- Ms office, Telly, Internet,
- Computer Operating skills
- Organizational Skills
- Management Skills
- Creativity
- Digital Marketing
- Negotiation
- Critical Thinking
- Leadership

EXPERIENCE

FRESHER CANDIDATE

EDUCATION

1. **Bachelor's in science in** **2023**
2. **Intermediate in** **2017**

PERSONAL INFORMATION

- Father's Name : Mr. DILIP SINGH
- Date of Birth : 30 January, 1999
- Marital status : Unmarried
- Contact No. : 7983682079
- Language known : Hindi & English
- Gender : Male
- Nationality : Indian

DESCRIPTION

Dedicated and detail-oriented graduate, equipped with essential skills to excel as a Computer Operator at UIDAI Office. Proficient in various computer operations, data entry, and system maintenance. Strong problem-solving abilities ensure smooth functionality. Adaptable and organized, with a commitment to optimizing performance. Eager to contribute to UIDAI Office's success and growth.

DECLARATION

I hereby declare that the information provided above is true and accurate to the best of my knowledge. I understand that any misrepresentation or omission may result in disqualification from consideration for the position of Fresher Computer Operator at UDAl Office. I am eager to contribute my skills and enthusiasm to the organization and am prepared to take on the responsibilities associated with the role.