VENU GOPAL . A

B.Sc Computer Science

PROFESSIONAL SUMMARY

Motivated and detail-oriented graduate seeking a Non-Voice Process role. Skilled in data entry, email handling, chat support, and back-office operations. Maintaining high accuracy with large data volumes. Strong organizational, problem-solving, and typing skills with a focus on meeting deadlines and ensuring quality service delivery.

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EDUCATION

2022-2025

- Bachelor of science: Computer science
- CGPA:7.50
- SRM Arts And Science College.

SKILLS

- TN Government certified Typist(English 45 WPM with 95% accuracy)
- Data Entry & Data Management
- MS Office Suite (Word, PowerPoint)
- Google Workspace (Docs, Sheets, Gmail)
- Email & Chat Support Handling
- Basic Computer Troubleshooting

LANGUAGES

English
Tamil

CONTACT

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CERTIFICATIONS

- TN Government certified typist(English 45 WPM with 95% accuracy)
- TN Government certified typist(Tamil 45 WPM with 95% accuracy)