

TARUN TANWAR

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A keen learner

Kanhai calony sec 44 Gurugram Haryana



SUMMARY

Highly motivated and professional data entry operator with a strong experience on Ms Excel. Also trained and worked on digital marketing. Looking forward to learn in a progressive environment.

EDUCATION

Swami Vivekanand university

Distance learning

2nd year

Graduation pursuing

CD International School

12 passed out from CBSE Board

Arts stream

65%

SKILLS

- Good listener
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Expert in MS Excel

CERTIFICATIONS

- Digital Marketing Certification
- Office Assistant Certification
- English speaking CEFR B1 Certification
- Data Entry certification

PROFESSIONAL EXPERIENCE

Data Entry Operator

- Preparing the data
- Data verification and Correction
- Data Management
- Report generation
- Data Retrieval
- Document Management

Digital Marketing Intern

Landmark

- Digital marketing
- Search Engine Optimization
- Social Media marketing
- Lead Generation
- Social Media Optimization
- Graphic Design