

# Sandeep Achanta

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Gujarat 395001.

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## CAREER OBJECTIVE

A focused individual seeking an opportunity as a data entry operator to utilize my rapid typing skills and computer operating knowledge to meet the organization's requirements.

## EDUCATIONAL BACKGROUND

- Bachelors in Science (B. Sc) from St. Xavier's College in 2022 with GPA 6.5
- Intermediate MPC from Triveni Intermediate College in 2019 with GPA 6.7
- 10<sup>th</sup> Class from Little Flower High School in 2017 with GPA 6.8

## KEY SKILLS

- Capable of typing 55 words a minute with accuracy.
- Knowledge of using equipment like printers and scanners.
- Ability to provide administrative support to business operations.
- Ability to interact with customers and clients.
- Capable to update and maintain information in company data base.

## OTHER SKILLS

- MS Office (Excel, Word & Power Point)
- Good verbal and written communication skills

## PEERSONAL INFORMATION

Date of birth : 07 April 2000  
Gender : Male  
Father's Name : Prasanth Bhushan  
Nationality : Indian  
Marital Status : Unmarried  
Hobbies : Reading books & Travelling  
Languages Known : English & Hindi.

## DECLARATION

I hereby declare that the above information is correct to the best of my knowledge and belief.

Place:

Date:

Signature.