

Name : Ompraksh saroj

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Objective:

Highly motivated and detail-oriented individual with a passion for technology seeking a position as a Computer Operator. Possess strong problem-solving skills and a solid understanding of IT concepts. Eager to contribute to a dynamic organization and gain practical experience in the field.

Education:

- 12th (65%)

CHOUDHRY DIRGAJ SINGH I.C. SAIYADRAJE PUR

Year of Completion: 2022

ITI (Information Technology and Electronics System Maintenance)

Rishabh dev private industrial training institute -ITI

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Year of Completion: 2022

Technical Skills:

- Operating Systems: Windows
- Software Applications: Microsoft Office Suite (Word, Excel, PowerPoint)
- Data Entry and Database Management

Key Strengths:

- Strong attention to detail, ensuring accuracy in data entry and documentation.
- Solid understanding of IT concepts and willingness to learn new technologies.
- Effective time management skills, capable of multitasking and prioritizing tasks.
- Exceptional communication skills, both verbal and written, facilitating clear and concise information exchange.

Personal Attributes:

- Strong work ethic and commitment to meeting deadlines.
- Adaptable and open to learning new technologies.
- Team player, capable of collaborating with colleagues to achieve shared goals.
- Self-motivated and proactive in seeking solutions to challenges.

References:

Available upon request.