

## **Kashi Das Mongre**

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### **Brief Summary**

Detail-oriented and certified Computer Operator with expertise in MS Office and related programming. Seeking to leverage technical and administrative skills at to contribute to efficient office operations.

### **Education**

**Industrial Training Institute (ITI)** Certificate in Computer Operator and Programming Assistant (COPA)

Year of Starting: 1 August 2023

Year of Completion: July 2024

### **Skills**

- Proficient in MS Office (Word, Excel, PowerPoint, Access)
- Basic programming knowledge
- Data entry and management
- Excellent typing speed
- Troubleshooting and technical support
- Familiar with operating office equipment
- Good communication skills

### **Professional Experience**

**Starting Date: May 2024**

- Managed data entry tasks and maintained databases.
- Provided technical support for MS Office-related issues.
- Assisted in the preparation of reports and presentations.
- Monitored system performance and ensured smooth operations.
- Coordinated with other departments for efficient workflow.

## **Projects**

### **Database Management Project**

- Created and managed a comprehensive database for tracking office supplies.
- Utilized MS Access to streamline data entry processes, improving accuracy by 20%.

### **Automated Report Generation**

- Developed Excel macros to automate weekly report generation, saving 5 hours of manual work per week.

## **Certifications**

- Certified Computer Operator and Programming Assistant (COPA)

**References** Available upon request.