

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.