

Naveen Saini

B.Com

An independent and self-motivated graduate :

Persuing to do work for secondary income and willing to learn new skills as much as can professional in these skills . Efficient and precise with commitment to finishing jobs quickly and accurately. Proven to work closely with coworkers for effective data management. Skilled in document digitization, office modernization and data organization for enhanced productivity.



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Jaipur, India

neuzgenshin.blogspot.com

EDUCATION

12 Grade 95

Sun Shine Commerce Classes

04/2017 - 05/2018

India , Rajasthan ,Jaipur

B.Com

Commerce Collage

05/2018 - 06/2022

India , Rajasthan ,Jaipur

WORK EXPERIENCE

Data Entry Operator Supervisor

01/2022 - 11/2020

Jaipur

Achievements/Tasks

- Verified data files prior to entry to maintain high data accuracy.
- Scanned documents and saved in database to keep records of essential organizational information.
- Sent completed entries for evaluation and final approval.
- Coded and processed applications into required electronic formats.
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SKILLS

MS-Excel

English Proficiency (Written)

English Proficiency (Spoken)

MS-Office

Content Writing

Digital Marketing

Search Engine Optimization (SEO)

Creative Writing

Copywriting

Blogging

CERTIFICATES

Internshala Trainings (08/2022 - 11/2022)

Analytics

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

INTERESTS

Writing

Content Writing

Creative Writing

Editing

Blogging