

SUMIT SINGH RATHAUR

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Professional Summary:

Hardworking Data Transcriber known for good typing skills and exceptional focus. Adept at completing projects with minimal supervision. Offering exceptional communication and interpersonal skills.

Education:

Bachelor of Arts: 2018
CSJM University (Kanpur University) - Kanpur, UP.

1 year Diploma 'O' Level (ADCA).

Skills:

- Log book maintenance
- Expense reporting
- Data entry
- Computer savvy –Well versed in MS Word, Excel, Power Point, Email and Net browsing.

Work Experience:

Quality Checker, 07/2015 to 08/2016
Kashyap's Exports, Shahpurjat – New Delhi, Delhi.

Delivery Manager, 06/2017 to 02/2018
Uday E-Commerce Pvt. Ltd. – Mumbai, Maharashtra.
Supervised delivery staff and general productivity.

Data Entry Operator, 04/2018 to Current
Studio Next, B4-156, Safderjung Enclave – New Delhi, Delhi
Organized forms, made photocopies, filed records and prepared correspondence and reports.

Interests:

Reading, Sports, Photography.

Place:

Date: