

DEEPAK YADAV

V.P.O- Lawan

Mahendergarh

Haryana

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OBJECTIVE

- Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

EDUCATIONAL QUALIFICATION

- 12th passed from HBSE,Bhiwani
- Graduation (B.A) from M.D.U, Rohtak
- One year Diploma in CBA from IIJT, Gurgaon
- One year Diploma in ADCA from parth tech, Mahendergarh

CORE QUALIFICATION

- Remarkable experience in computer operation
- Proficient in Microsoft Office products (Word Excel Access and Outlook), 10-key and alphanumeric typing
- In-depth knowledge of entering data fields into computers in Windows
- Posses typing Speed 15-20 words per minute
- Remarkable skill in coding information into proper form for entry
- Excellent data entry skills
- Strong clerical and administrative skills
- Ability to process high volume of data on-line accurately
- Profound ability to work independently

WORK EXPERIENCE

Computer Operator

Nav Jyoti Fincorp Ltd.

(2 Years 5 Months)

Responsibilities:

- Entered and verified alphanumeric data from a various sources, paper-based, electronic and phone, into a computer database.
- Resolved problems related to correct data entry procedures.
- Coded, searched, extracted and interpreted information to determine correct input procedure.
- Transcribed, entered and verified various alphanumeric data onto an on-line, batch mode and personal computer system.
- Maintained files, records and chronologies of entry activities, some moderately complex in nature.
- Produced output on magnetic tape, diskettes and other media.

PERSONAL PROFILE:

Father's Name	:	Sh. Gajraj Singh
Date of Birth	:	06 th jun. 1989
Nationality	:	Indian
Language Known	:	Hindi & English
Marital Status	:	Married
Gender	:	Male

Date :

Dyckane

PLACE (New Delhi)