

CURRICULUM VITAE

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NITIN VERMA

CAREER OBJECTIVE

To Work in a professionally managed company which would be benefited from my knowledge & experience and where I will get the opportunity for growth of my career.

PERSONAL SUMMARY:-

- A hardworking, pro-active Data Entry Operator with an upbeat and positive attitude.
- Possessing excellent organizational skills, highly efficient and methodical with a good eye for detail.
- Having a good team spirit, deadline orientated and able to efficiently manage Data.
- Ready and qualified for the next stage in a successful career and currently looking for a suitable position with an ambitious & exciting company.

WORK EXPERIENCE:

Directorate of Health Services

(Duration: Sep2012 – Aug2014)

- Designation: Computer Data Entry Operator.
- Maintaining daily Data.
- Upload Daily Data on Server.
- Maintain Data & mail all Daily Reports.

Plan India:

(Duration: Nov 2015 – May2018)

- Designation: Data Entry Executive.
- Working with a Team of 06 members.
- **Job Profile:** Checking the data and collection part and Upload It on the server site & Generating PIS and Report of daily upload.
- Maintaining the Old Data.
- Handling & Maintaining the files.
- Reconciliation of Data from Bank Report.

John Snow India Pvt Ltd:

(Duration: June 2018 – Till Date)

- Designation: Date Entry Operator
- Working with a Team of 08 Members in ITSU (Immunization Technical Support Unit) project.
- **Job Profile:**
 - Downloading data of AEFI (Adverse Event Following Immunization) from email and renaming the file and put them in their respective folder.
 - Entering the Data in the respective Line List of AEFI Cases.
 - Filing the hard copies state wise.
 - Circulating AEFI Line list on Daily & Weekly basis.

SOFT SKILLS:

- MS Office & Internet
- Advance Diploma in computer Applications.
- C.R.S Course from Shaksham Institute.
- Practiced Office Package: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook Express

KEY STRENGTHS:-

- Ability to analyze Information towards Effective Decision Making
- Good Co-ordination with people.
- Ready to learn and adopt new things.
- Team man.

HOBBY :-

- Playing Cricket.

EDUCATIONAL QUALIFICATION:

- 10+2 from C.B.S.E Board.
- Graduate B.A from University OF Delhi.

PERSONAL PROFILE

Marital Status : Married

Date of birth : 8th Jan 1993

Languages Known : English & Hindi

Nationality : Indian

Father's Name : Shri. Anil Kumar Verma

DECLARATION:

I hereby declare that all the information given above is true and correct in the best of my knowledge.

Date:

(NITIN VERMA)

Place: Delhi