CURRICULUM VITAE

NIDHI RAWAT

E block 236 Street 5 Jagjeet Nagar Usmanpur
Delhi 110053
Contact No. – 9810586787
Email:- rawatnidhi824@gmail.com

OBJECTIVE

To obtain data entry employment in a company that recognizes hard work and reliability as central to successful job performance.

WORK EXPERIENCE

Data Entry Operator

Yupple Technologies Pvt. Ltd.
30 July 2016 To Current

- Work on Magento and WordPress Software for E-commerce site. site name is:- **Lulu&SKy, Dealonscreen, Warranty bazaar, Agossip**, **Mellowdrama, Gossheads** etc. i work on some Restro apps like **Maquina** and **pho king awesome**.
- Upload the data in magento and workpress according to client required.
- Shorted data and maintained an organized filing process.
- Drafted reports for upper management as directed.
- Added new material to file records and created new records.
- Monitored database updates and verified for correctness.
- Completed data entry tasks with accuracy and efficiency.
- Executed data verification to detect errors.
- Identified data entry errors and reported to necessary departments.

EDUCATION QUALIFICATION-:

- G.G.S.S.School CBSE board. 10th,2012.
- G.G.S.S.School CBSE board. 12th,2014.
- Mata Sundri College Delhi University, BA Programme, 2017.

Technical Skills:-

- Typing skills – 25-30wpm.
- Database management.
- Basic Knowledge of Computer.
- Proficient in Microsoft Word, Excel, Outlook, and Access.
- Photoshop knowledge.
- Behance:- https://www.behance.net/nidhi22

Core Competencies

- Teamwork
- Communication skills
- Data collection and management
- Attention to detail
- Problem-solving
- Confidentiality
- Reliability
- Organizational and planning skills
- Tech savvy with the ability to quickly learn new software and hardware attributes.
- Professionally personality suitable for direct customer relations.

PERSONAL INFORMATION

Date of Birth   **:**   05-05-1996

Father's Name   **:**   Late Ishwar Singh Rawat

Gender   **:** female

Marital status   **:**   Unmarried

Nationality   **:**   Indian

Religion   :   Hindu

Language known   **:**   Hindi & English

DECLARATION:

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief.