

RESUME

Shravan kumar Raulo

S/O-Laxmi

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Room No-02

1st Floor, Laxmi Appartment

Near J.K Star Vision

Ambivali West-421102

Dist- Thane, Maharashtra

Mobile No-9653346619

Narayan

Raulo

CARRER OBJECTIVE:

To be a part of an organization and give my best in every possible way to my work where my competence and potential is utilized to the maximum in assisting the organization to achieve it corporate objective and enable myself to grow professionally and look forward to a satisfying and rewarding career.

Education Qualification:-

H.S.C (Higher Secondary Education)passed in 2006 from CHSE(Council of Higher Secondary Education)Bhubaneswar,ORISSA.

Other qualification:

1. P.G.D.C.A(POST GRADUATION DIPLOMA IN COMPUTER APPLICATION) passed in 2007 from PACE GROUP OF EDUCATION INSTITUTIONS,HYDERBAD,ANDHRA PRADESH.

Skills:

- A. MS-Excel (General formulas, V look up and Pivot tables)
- B. MS - Word (Preparation of Documents)
- C. Typing - (25 WPM speed)

Experience:

1.Worked as office clerk in M/S SAI CONSTRUCTION site address;CHAMERA HYDRO ELECTRICAL PROJECT(CHEP),DIST-CHAMBA,HIMACHAL PRADESH.(UNDER PRICIPAL EMPLOYER of M/S.HINDUSTAN CONSTRUCTION CO.LTD.(HCC),HINCON HOUSE,LBS ROAD,VIKHROLI (W),MUMBAI-400083. From 01-12-2007 to 18-06-2012.(4 years and 6 months.)

JOB PROFILE :-

- A. Handling attendance of site labours.
- B. Handling monthly labour payment bills.
- C. Preparing Monthly master payment Sheets of labours.
- D. Handling EPF paperwork of labours.
- E. Handling Store and Mess stock management.

**2. worked as Data Entry Operator in NIMRO TECHNOLOGIES PVT LTD in Mumbai
From 02.07.2012 to 05.05.2015**

JOB PROFILE :-

- A. Handling Bank cheques scanning activities.
- B. Verifying Scanned cheque details as per Standard Bank parameters.

**3. Worked as Data Entry Executive in Paix Technologies Pvt Ltd in Mumbai from
13.05.2015 to 25.03.2019.**

JOB PROFILE :-

- A. Handling Operation Work of the Organization.
- B. Scouting Leads or Data from different websites and Scouted data forwards to Calling team.
- C. Handling Data Quality tasks
- D. Handling Data verification as per standard parameters.

Personal Profile:-

Name	:	Shravan Kumar Raulo
Date of Birth	:	14-07-1989
Nationality	:	Indian
Sex	:	Male
Marital Status	:	Single
Language Known	:	English, Hindi, Oriya, Telugu

Strengths: Self-Motivated.

- Good Communication & Interpersonal Skill
- Confident & Flexible
- Punctual, Responsible, Honest
- Believe In Hard work
- Quick Adaptability
- To attain utmost height in work

Hobbies:

Listening Music, Internet surfing.

Date: _____.
Place: MUMBAI

Signature

Shravan Kumar Raulo

