

VIRENDER KUMAR

7-A, Block D, Bhagya Vihar
Madanpur Dabas
Mobile No. 9667034214
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Work Experience

- Working As **Data Entry Operator** in **Coral Knowledge Services Pvt. Ltd., Pitampura** From 26 September 2018 to Present
- Work Involve – making file for Translation and Review Task, Checking of Translated Data and pasting it into Localization software like – Microsoft Leaf.
- Linguistic tools I used - Trados Studio, SDLX, Xbench, Microsoft Leaf- Localization software of Microsoft.
- Languages I worked for – Tamil, Telugu, Malayalam, Parsian, Kananda, Punjabi, Punjabi-Pakistani, Burmese-Myanmar and Z-one etc.
- 3 Year experience as **Data Entry Operator** in **Compare Infobase Limited, Janakpuri**
- Work Involve Listing of Local Business online, Searching Information on Internet and collecting on excel
- 2 Year experience as **Data Entry Operator** in **SG Informatics India Pvt. Ltd., Teen Murti**
- Work Involve Data Entry from Hard copies to Soft copies

Qualification

- Graduation from SOL, Delhi University in Year 2016
- 12th from CBSE, New Delhi with 73.6%
- 10th from CBSE, New Delhi with 60.3%

Computer Skills

- Basic knowledge of Computer
- Can do English Typing 30-40 wpm
- Can use Internet and Email
- Can use MS office Software : Excel, Word, Power Point and Access
- Basic knowledge of Tally ERP

Personal Detail

- **Name :** Virender Kumar
- **Address :** Same as above
- **DOB :** 05/08/1988
- **Mobile No. :** 9667034214
- **Email :** virender05888@gmail.com

Place: Delhi, India

Signature

Date: