RASHID ALI

Data Entry Operator/Account Assistant

Vill Manorathpur 1 , City Jaspur US Nagar, Uttarakhand India
+919837982351 | rashidansari.ali@gmail.com

CAREER OBJECTIVE

To obtain a position that will enable me to use my strong organizational skills, award-winning educational background, and ability to work well with people.

EXPERIENCE

- **MGNREGA Block Development Office Jaspur US Nagar**

  Data Entry Operator/Account Assistant
  18 Nov 2015 - Present
  Manage and Updating Data
  Documentation
  MIS of data
  Work www.nrega.nic.in Website for updating and reporting data.

- **CHC Government Hospital Jaspur US Nagar**
  Computer Operator
  12 Sept 2013 - 17 Nov 2015
  Entering, updating, and verifying patient's information and lab reports data
  Ensuring accuracy of data entered into the computer program
  Tracking supporting documents for verification of data
  Sorting, batching, and archiving files for easy access
  Printing, collecting, and distributing reports as per demand

EDUCATION

Degree/Certificate	College/Board/University	Year of Passing	Percentage /Grade
MBA(Marketing)	SHUATS DDE Allahabad	2018	**80.80**
Master of Arts(MA)	Kumaun University Nainital	2014	**53.78**
Bechler of Arts(BA)	Kumaun University Nainital	2012	**53.20**
12th	Uttarakhand Board	2008	**60.20**
10th	Uttarakhand Board	2006	**53.00**

ADDITIONAL QUALIFICATION

Degree/Certificate	College/Board/University	Year of Passing	Percentage /Grade
Post Graduate Diploma in Rural Development (PGDRD)	IGNOU	2019	**B Grade**
Computer Operator And Programming Assistant (COPA)	National Council for Vocational Training,	2010	**87.00**
O Level (Business Professional Programmer)	DOEACC Society	2010	**B Grade**
Course on Computer Concepts (CCC)	NIELIT	2015	**B Grade**
Tally Certified Program	CSC e-Governance Services India Limited.	2018	**D Grade**

SKILLS

- *Compiling, verifying accuracy and sorting information to prepare source data for computer entry*
- *Used MS Office daily, including Outlook and Excel. Devised several MS Excel macros to automate repetitive tasks.*
- *Create and manage spreadsheets with large numbers of figures*
- *Scan documents and print files, when needed*
- *Review data for deficiencies or errors, correct any incompatibilities if possible and check output*
- *Ensure proper use of office equipment and address any malfunctions*
- *Proficient typing and transcription*
- *An ability to work individually and as part of a team.*

INTERESTS

- *Sports*
- *Reading*
- *Traveling*

□ PERSONAL STRENGTHS

- *Honesty and Hardworking Person.*
- *Ability to perform better in competitive atmosphere.*

□ PERSONAL PROFILE

- *Father Name*   *: Rahis Ahamad*
- *Full Adress*   *: Vill- Manorathpur First Nizamgarh PO- Bariowala City- Jaspur Disst- Udham Singh Nagar (Uttarakhand) India Pin- 244712*
- *Date of Birth*   *: 20/06/1991*
- *Marital Status*   *: Single*
- *Nationality*   *: Indian*
- *Known Languages*   *: English, Hindi*
- *Passport No.*   *: K-9094760*
- *Place of Issue*   *: Dehradun India*
- *Date of issue*   *: 20/12/2012*
- *Date of expiry*   *: 19/12/2022*
- *Driving Licence*   *: Yes*

□ DECLARATION

I solemnly declare that all the above furnished information is free from error to the best of my knowledge and belief.

Date : 20/09/2019
Place : Jaspur

RASHID ALI