

About Me

Hi, My name is Pratham shah. I have 3-5 years of experience in a variety of roles, including data entry, translation, logo designing, MS Excel, photo editing, intros and outros, and web design and development. I am highly motivated and experienced individual with a proven track record of success in these areas. I am seeking a challenging position in a fast-paced environment where I can use my skills and experience to make a positive contribution.

EDUCATION

Shikshadeep H.S School
GPA 2.7

Mahendra Memorial H.S
GPA 3.25

EXPERTISE

Data Entry

Translation

Logo Designing

Ms Excel

Web design and development

Intros and outros

LANGUAGE

English

Hindi

Nepali

PRATHAM SHAH

Data Entry Clerk



shahpratham130@gmail.com

Experience

Data Entry Clerk

As a Data Entry Clerk, I am responsible for entering data into a variety of systems. I am able to consistently meet or exceed deadlines and was always willing to go the extra mile to ensure that the data was accurate.

Translator

As a Translator, I am responsible for translating documents from one language to another. I was able to work quickly and accurately, and I always made sure that the translations were culturally appropriate.

Logo Designer

As a Logo Designer, I am responsible for creating logos for a variety of businesses. I was able to come up with creative and original designs that met the needs of his clients.

Ms Excel

As an MS Excel Specialist, I am responsible for using MS Excel to perform a variety of tasks, such as data analysis, creating reports, and developing macros. I was able to use MS Excel to its full potential and was always able to find creative solutions to problems.

Web Developing and Designing

As a Web Designer and Developer, I am responsible for designing and developing websites. I was able to use a variety of web design and development software to create websites that were both visually appealing and functional.