Curriculum-Vitae

**Sandeep Kumar BachelorofArts**

**E-mail :sunny20march1991@gmail.com Expérience : 2+Years**

**Contact No: (+91) 95401-81017 Current Location:Delhi**

**Career Objective:**

Seeking a Data Entry Operator position in an Organization to utilize personal ability to work and maximize efficiency of office.

**Summary:**

* Overall 2+ years of data entry and administrative experience.
* Having good knowledge of operating office machines and equipment such as computer, fax, scanner and copier.
* Having good knowledge of Microsoft office tool.
* Having good knowledge of data quality assessment, data analysis, data validation, profiling and cleansing.

**Employment Summary:**

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| --- | --- | --- |
| Company | Designation/Role | Duration |
| Ministry of Home Affairs | Data Entry Operator | Aug 2015 – Present |
| Delhi Transport Department | Computer Operator | Oct 2014 -April 2015 |

**Educational Qualifications:**

* **B.A (Pass)** Delhi University
* **12th**fromCBSE Delhi
* **10th**fromCBSE Delhi

**Skill Set/Courses:**

* Data Entry Course (ITI Delhi)
* Business Development Course (Bharti Wal Mart)

**Professional Profile:**

* **Ministry of Home Affairs**

**Responsibilities include:**

* General data entry using Microsoft office tool.
* Input data into a varieties of computer programs with pace and correctness.
* Operating scanner, copier, fax machines and printers.
* **Delhi Transport Department**

**Responsibilities include:**

* General data entry using Microsoft office tool.
* Performed clerical duties when needed.
* Input data into a varieties of computer programs with pace and correctness.
* Operating scanner, copier, fax machines and printers.

**Strengths**

* A positive attitude and enthusiastic team player.
* Self-motivated, pro-active, and organized individual that works independently or within ateam.
* Ability to work with minimal supervision.
* Demonstrated ability to maintain good manners and efficiency in routine professional relationships

**Personal Details**

* Nationality : Indian
* Date of Birth : 20thMarch 1991
* Sex : Male
* Marital Status : Single
* Language Proficiency : Hindi, and Punjabi

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