

Mr. Avivensh Singh

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CAREER OBJECTIVES

To secure employment as a **Data Entry operator, office boy and indoor salesman or any similar category** in a reputable company, where I can utilize my experience, skills and studies to the maximum and make use of my interpersonal skills to achieve the goals of an organization that focuses on customer satisfaction and their experience.

WORK EXPERIENCE

National Industries – India

National Industries is located at UP-India and provides sales and service of Furniture and Electrical appliances throughout Uttar Pradesh.

Data Entry operator and Sales Coordinator

May 2019 to Sep 2021

Served as Date Entry Operator and Sales Coordinator since May 19 to Sep 21 with the overall sales volume is 20 million per annum.

- Prepares, compiles, and sorts documents for data entry.
- Verifies and logs receipt of data.
- Transcribes source data into the required electronic format.
- Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners.
- Performs high-volume data entry using word processing, spreadsheet, database, or other computer software.
- Verifies integrity of data by comparing it to source documents.
- Reviews data for errors, missing pages, or missing information and resolves any discrepancies.
- Maintains a filing system and protects confidential customer information.
- Performs regular backups to ensure data preservation.
- Responds to requests to retrieve data from the database or electronic filing system.
- Uses basic office equipment (photocopy machine, facsimile machine, etc.)
- Maintains a satisfactory level of quality and productivity per department standards.
- Completes additional assigned tasks as required.

ACADEMIC QUALIFICATION

- High School from CBSE Board- New Delhi, India
 - ADCA – Advance Diploma in Computer Applications.
 - I.T.I (Diploma in Mechanical) from MSDE - India
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OTHER SKILLS

- Diploma in Financial Accounting
- MS Office (MS Excel, MS Word, MS Power Point)
- Well versed with ERP system.

PERSONAL DETAILS

Father's Name	:	Shesh Narayan Singh
Date of Birth	:	20th Feb 2000
Marrital Status	:	Unmarried
Gender	:	Male
Nationality	:	Indian
Language Known	:	English, Hindi

Passport and Visa Details :

Passport Number	:	V0476919
Passport Expiry	:	17th Feb 2031
Visa Status	:	Visit Visa
Visa Expiry	:	16th June 2023

Date :

Place :

Avivensh Singh