

Deepak Sagitla

Computer Operator

Experienced computer operator with good problem solving and technical skills. Proven ability to provide efficient and effective IT support, ensuring smooth and reliable operations.



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Al Karama, Dubai, UAE

EDUCATION

Diploma in Computer Science Engineering RGPV Polytechnic college, Bhopal

06/2016 - 06/2020

80%

WORK EXPERIENCE

Computer Operator Collector Office

09/2022 - 10/2023

Indore, Madhya Pradesh

Achievements/Tasks

- Accurately entered data into multiple databases with 100% accuracy.
- Provide quality clerical support through data entry, document management, email correspondence and overseeing the operation of office equipment.
- Coordinating office activities and operations to secure efficiency and compliance to company policies.
- Generated reports and tracked data trends to improve data entry processes.
- Performs defined tasks per documented instructions / processes.
- Monitors and manipulates daily system jobs.
- Create and update records ensuring accuracy and validity of information.

SKILLS

Data entry

MS Office

Technical Support

Email Handling

Report Preparation

Excel

Office Administration

Data Verification

Records Management

PASSPORT DETAILS

Passport No : Y9653990

Visa status : Visiting Visa

LANGUAGES

English

Professional Working Proficiency

Hindi

Native or Bilingual Proficiency

INTERESTS

Sports

Cricket

Music