

I am Computer Operator with 7 years of expertise in data entry and verification. Proven track record of ensuring data accuracy and completeness, while adeptly identifying and resolving errors to enhance overall data precision. Skilled in multitasking and working under pressure, with a strong proficiency in computer skills. Recognized for providing exceptional customer service and demonstrating effective leadership in project management. Possessing a one-year diploma in Computer Applications and a background in science education, I combine practical skills with a solid educational foundation. Proficient in Microsoft Office and renowned for creative problem-solving abilities. Eager to bring my extensive experience and skills to a dynamic team as a Computer

TOUFIQ AHMAD GANAIE
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Operator, to drive seamless and efficient data operations.

OBJECTIVE

To work with best of my abilities and skills in order to benefit my organization also to be better other in this competitive Time an influential position in the organization.

SKILLS

One year diploma in computer applications

EXPERIENCE

May 2017 - Till	Common Service Centre (Digital Seva)
Computer Operator	All work

EDUCATION

Degree / Course	University / Board	Percentage / CGPA	Year of passing
Secondary	Government Boys High School Baharabad	67.6%	2013
Intermediate	Government Higher Secondary School Naidkhai	56.2%	2015

ADDITIONAL PERSONAL INFO

Address	09 GULSHANPORA MARKUNDAL SONAWARI BANDIPORA JAMMU AND KASHMIR 193501
Languages	KASHMIRI, URDU, ENGLISH
Date of Birth	04/11/1997
Marital status	Single
Nationality	Indian
Religion	Muslim
Passport	V1688831
Gender	Male
Driving license	JK1520220000282

HOBBIES

Job outside india

INTERESTS

- Computer Operator,Data Entry Operator,Document Controller,Receptionist,
- Storekeeper, Front Desk,Salesman, Driver

DECLARATION & SIGN

I hereby declare that all the details furnished here are true to the best of my knowledge and belief.

A handwritten signature in black ink, appearing to be "Toufik", written in a cursive style.