

KARANVIR SINGH

Computer Operator

2.5 years of experience as
a computer data operator



PROFILE

Accurate and fast learning Data Entry Clerk with skills in planning and organizing and the ability to complete tasks on deadline. Having 2.5 years of career experience in administrative office work. Extremely professional typist exceeding 7200 keystrokes per hour, with the strong desire to work hard and perform well. Currently looking for a company where I could successfully meet the challenges of a fast-past environment providing data entry and administrative support to a large department.

A rigorous, task-driven professional with substantial experience in data entry, customer service, office management, and reception duties. Adept at leveraging superior communicative and interpersonal skills to interact with diverse individuals and groups at all organisational levels. Possess incomparable ability to perform accurate and efficient entry of data into administrative software.

✉ karanvirgoraya22@gmail.com

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📍 India, punjab

SKILLS

- Typing accuracy
- Typing speed
- Communication skills
- Time management
- Organization skills
- Ability to multitask
- Ability to research and collect data
- Understanding of basic software

EDUCATION

BACHELOR OF ARTS

Gurunanak dev University
Amritsar

2016 - 2019

POST GRADUATE DIPLOMA IN COMPUTER APPLICATION

Gurunanak dev University
Amritsar

2020 - 2021

Indian driving License : LMV

WORK HISTORY COMPUTER OPERATOR

The institute of digital learning
(info@idlinstitute.in)
mob.+91-83603 6677

2Aug2021

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3june2023

- Create notes of tasks, files, and progress
- Obtain further information for documents that are deemed incomplete
- Survey reports and sheets of data
- Correct, verify, and delete non-required data and combine data from several different sources.
- Transfer data from paper formats to computer files or database systems utilizing keyboards, data recorders, or optical scanners.
- Compare data to source documents to ensure accuracy.
- Conducted surveys and collected data through interviews and questionnaires
- Strong multi-tasking, attention to detail, and the ability to work independently

LANGUAGES

- English ●●●●●
- Hindi ●●●●●
- Punjabi ●●●●●