

PRABIN SHARMA

CASHIER|DATA ENTRY|COMPUTER OPERATOR

Sharmaprabin62@gmail.com

8670099434

Nagrakata, West Bengal, 735225

EXPERIENCE :-

1. MALA COFFEE & BEVERAGES

- 10 Month As Cashier - Feb 2023 To Nov 2023 (Full Time)

2. BDO OFFICE

- 5 Month As Data Entry Officer - Dec 2023 To Apr 2024 (Full Time)

3. LOCAL CYBER CAFÉ

- 2 Year as a Computer Operator – Nov 2021 To Dec 2022 (Part Time)

4. FREELANCE :-

- I Worked as a Freelance as a web Designer - Present



EDUCATION :-

- DEGREE IN BACHELOR OF ARTS FROM NORTH BENGAL UNIVERSITY
- WEB DEVELOPER

COMPUTER SKILL :-

- I. MS OFFICE : (MS OFFICE, MS EXCEL, MS POWERPOINT, MS ACCESS)
- II. WEB DEVELOPER : (PHOTOSHOP, FLASH, HTML, CSS, VISIO, WORDPRESS, JOOMLA, MY SQL, XAMPP, JAVASCRIPT)

PROFESSIONAL SKILLS :-

- Communication skill
- Customer service
- Teamwork
- Problem Solving
- Multitasking

LANGUAGE KNOWN :-

- English
- Hindi
- Nepali
- Bengali

PERSONAL DETAIL :-

- Date Of Birth – 04-July-2002
- Father's Name – Prajapati Sharma
- Nationality – Indian
- Passport No – X7841281
- Marital Status – Single
- Gender – Male

ABOUT ME :-

I am Prabin Sharma I am 22 years old, I completed my Graduation bachelor in arts on 2022 I have more than 3 years of experience as Computer Operator, data entry operator and freelancer.

I am very hard working person and I am looking forward to work on your organization.

CAREER OBJECTIVE :-

Obtain a responsible position in your organization with the best capabilities, skills and knowledge.