

# Ejaz Ahemad Ashfaque Deshpande,

Clerk & Data Entry Operator

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8799991806, 7741830990 (whatsapp)



## Professional Snapshot

A passionate professional working in quasi tech institutional to enhanced productivity and service activity. and keen to be in a industry which provides opportunity to enhanced my skills for the growth of industry. With a rich experience of customer support, accounting, banking, and Microsoft all product, wants to be member of a team which increase productivity and profitability of company.

## Skills and Computer Expertise

- ✓ Microsoft All Products,
- ✓ Adobe All Products and Photoshop,
- ✓ Typing Marathi /English,
- ✓ Data Entry & Data Project,
- ✓ Statistics research.
- ✓ Hard worker & Team Member,
- ✓ Quick Learner.
- ✓ Basic of Generative AI, Python.
- ✓ Basic Accounting and Financial activities

## Education

**1- Bachelor of Arts** (Humanities) – Economics, English & Accounting. 2019-20  
First Class  
YCMOU, Nashik.

**2- Diploma In Electrical Engineering** – Electrical, Java, C, C++. 2015-2016  
First Class  
MSBTE, Mumbai.

## Professional Experiance

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## **1- Arceus infotech ltd.**

### **Clerk cum Data Entry Operator 2024**

1. Working in Govt Department as Clerk/DEO.
2. All types Data entry and all clerical work.
3. Keeping Store and Financial records.
4. Handling public grievances regarding scheme, manage all type of drafting of letter and email.

## **2- CSC E Governance ltd**

### **KIOSK Operator/ CSC BC (3year)**

1. Provide IT and Digital services to grassroots customer and support the govt scheme implementation.
2. Worked as Business correspondence to banks and providing financial transaction and account opening.
3. Worked as adhaar supervisor in enrolment centre.
4. PMJAY and other health scheme implementation and support.
5. Drafting and Email to concerned authorities.
6. Data entry of all types of documents in MS Excell and other Govt sites.

## **3- Radiance Electricals (1year)**

### **Supervisor**

1. Worked as Store Keeper cum clerk.
2. Doing all financial transaction of company, drafting email and all types of clerical works.
3. Worked as residential site supervisor.

### **Certifications;**

1. UID enrolment Supervisor.
2. Govt Commercial Typing certificate.
3. NIELIT CCC.

### **Contact Details**

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