

Manoj Kumar
(Computer Operator)

Village& Post- Thakriyawas, Tehsil: - Didwana
District: - Nagaur, State: - Rajasthan (India)
Zip Code: - 341316
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Summary I am a Diligent and Proficient Computer Operator with a strong command of Microsoft Office applications. I understand Microsoft Word, Excel, and PowerPoint, utilizing these tools to enhance productivity and streamline tasks. Seeking a challenging role where I can leverage my technical skills and Microsoft Office proficiency to contribute to organizational success.

Career history Working Experience at Godawari Construction Company Jaipur, Rajasthan (India) As a Computer Operator.
Jan 2016 - Dec 2022 (06 years' experience)

Skills Knowledge of MS Office in Computer, Team Building Skill & Excellent communication, Honestly & Familiar Personality, Time Management, Willingness to Learn, Punctual.

Typing Speed Skill Typing Speed in English 37-45 word/minute and in Hindi 30 word/minute.

Languages English, Hindi

Education Certificate in Computer Applications from Vardhman Mahaveer Open University
Finished 2020
MS Office Expert

Bachelor Degree in Arts from Maharshi Dayanand Saraswati University Of Ajmer, Rajasthan, India
Finished 2012

12Th from Board of Secondary Education Ajmer Rajasthan, India
Finished 2009

10 Th from Board of Secondary Education, Ajmer Rajasthan, India
Finished 2007

Licences & certifications Driving License
Issued by Union of Indian Driving Licence
Feb 2013 - Feb 2033