

ANURADHA

Email: anusharma93@yahoo.com Mobile : +91- 7087452499
Address : Gurdaspur, Punjab, INDIA

Key skills

- Operating System
- Positive Attitude
- Hard Working
- Quality Control
- Problem Solving Capability
- Focus on aim

Education & Achievements

B.Sc (IT)
Karnataka State Open University
2011-2013

12th
Punjab School Education Board
2007

10th
Punjab School Education Board
2005

National Level Player
(BASKETBALL)
(3 Gold, 1 Silver)

National Player
(NET BALL)
(2 Silver)

Summary

Young, Energetic & Ambitious **Data Entry Operator** with more than 3 years experience to work with best of my abilities and skills in order to benefit my organization also. Ready to work as a **Picker** in your esteem company.

Career History

DATA ENTRY OPERATOR/TELE CALLER

Election Office
Punjab, India

Dec 2021 to March 2022

Performing data processing operations according to a business production schedule. Performing backup procedures to reduce the risk of data loss.

Key responsibilities :

- Assistance in Daily operations on computer system.
- Planning and carrying out daily tasks
- Generating day to day reports on operations and repairs.
- Following correct process & procedures

DATA ENTRY OPERATOR

IVY Hospital

Mohali, Punjab, India

Mar 2014 to Nov 2016

Maintaining computer equipment and inventory and organizing repairs as needed.

Key responsibilities

- Use computer software to prepare the equipment for use.
- Load paper into printers and plotters for output
- Know and perform the necessary commands to begin operations

Interests

- Playing Basket Ball
- Music and Movies

References

Available upon request

Covid Vaccination Details

Vaccine Name : COVISHIELD
1st Dose : 12-05-2021
2nd Dose : 26-09-2021