***KARAN***

**Mob.** +91 9540776033

**Email**: [karansaini00@gmail.com](mailto:karansaini00@gmail.com)

C-12, Chijarshi Sector-63, Noida

Pin-201307

***CAREER OBJECTIVE***

Seeking challenging role as a Computer Operator where my proficiency in the application of computer operations will be fully consumed to help the organization reach its objectives with excellence and ease.

***WORK EXPERIENCE***

**Worked as Computer Operator in Vanasthali Public School from Aug 2014 – June 2018**

* Computer Operator (ERP Solutions)
* Data entry and typing
* Maintaining staff statements
* Maintaining cash and cheque files
* Preparing I-Card for staff and students
* Preparing report cards and entry of marks
* Preparing assignments and ppt. presentations for teaching staff
* Managing VPS portal

**Working as Computer Operator in Indraprastha Global School from June 2018 – till date**

* Data entry and typing
* Admission Entry on Erp System
* Formatting of Official Documents Such as School Question Paper, Circulars and Other Required Hardcopy etc.
* Preparing I-Card for staff and students
* Preparing report cards and entry of marks
* Preparing assignments and ppt. presentations for teaching staff
* Scanning of documents which required
* Checking up of School E-mail Id on daily Basis & Browsing on internet as required for staff Member & Teaching staff

***EDUCATION***

BA from University of Delhi 2019

Diploma in Information Technology (DIT)

from Lal Bahadur Shastri… (New delhi) 2015

12th from CBSE Board 2014

***SKILLS***

* Typing on Ms Office tools such as word and excel
* Installation of software
* Maintain File Backup
* Working on Erp Systems
* Perform preventative maintenance on hardware and software, troubleshoot malfunctions and call for repairs as needed.

***PERSONAL DETAILS***

Nationality Indian

Date of Birth 21.02.1995

Marital Status Single

Languages KnownEnglish & Hindi

HobbiesListening to Music & Watching Movies

**(KARAN)**