**DATA ENTRY WORKER/OPERATOR RESUME**

**Name :** Dhaval Rathod
**Email :** dhavalrathod9974@gmail.com
**Contact no :** 9974669833 , 6355382927.

**Career Objective :**

To be a successful professional in a dynamic managed organization where I can utilize my skills for my own development and of the organization with an objective to accept challenges towards achieving the organizational goals.

**Educational Qualifications :**

* **Graduation :** B.COM
* **Intermediate :** 12TH PASS
* **High School :** 10TH PASS

**Technical Skills :**

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|  Operating System  | Microsoft Windows,MS Office (MS Word,MS Excel,MS Powerpoint),Typing Skills (Medium),Internet Applications. |

**Certifications :**

* COURSE ON COMPUTER CONCEPT (CCC)
* COMPUTERISED ACCOUNTING
* BASIC’S OF COMPUTER

**Core Strengths :**

* Good communication skills
* Problem solver
* Energetic work attitude
* Flexible in working long hours

**Personal Details :**

 **Date of Birth :** 01/05/2002

 **Gender :** Male

 **Nationality :** Indian

 **Religion :** Hindu

 **Hobbies :** play cricket, play video games, watching videos,

**Languages Known :** English, Hindi, Gujarati

**Permanent Address :** Harijanwas, Sagara, Navsari, Gujarat, India, 396445

**Declaration :**

I hereby declare that all the information meantoned above is true to the best of my knowledge.

**Place :** Navsari, Gujarat, 396445.

**Date :** 14/08/2021

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