

dip joshi

Dipjoshi97@gmail.com

7990383069

House number 1265 , Near Triguni farm, Moti Shiholi
Gandhinagar, Gujarat

Education

Gujarat University

B.com • Gandhinagar, Gujarat

03/2019

My GPA is - 6.1

Skills

- Excel
- Reading Articles
- Editing and Proofreading
- gaming
- Ability to Multitask

Experience

Riddhi Computer System

Computer Operator/Data Entry • Gandhinagar, Gujarat

12/2017 - 03/2020

Well , I have several responsibilities which are given below

1. Entering customer and account data from source documents within time limits.
2. Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
3. Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.

Languages

- Hindi
- English
- Gujarati