

## KAPIL RAGHAV



### CONTACT

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📞 9315769260

📍 Nyaday Ganj, Dadri (G.B) Nagar,  
Uttar Pradesh

### SKILLS

Problem solving

Decision making

Ability to motivate others

Ability to handel the pressure

### OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

### EXPERIENCE

#### Daest Coating India Pvt. Ltd.

Dec. 2017 - Till Now

Data Entry Operator

Compile, sort and verify the accuracy of data before it is entered.

Compare data with source documents, or re-enter in verification format to detect errors

Store completed documents in appropriate locations.

Locate and correct data entry errors, and them to supervisors.

Select materials needed to complete work assignments.

Read source documents such as canceled checks, sales reports or bills and enter data in specific data fields or onto tapes or disks for subsequent entry, using keyboards or scanners.

### EDUCATION

#### Chaudhary Charan Singh University, Meerut

(Expected graduation Aug 2020)

B.A (hons.)

#### Shaiffali Public School, Dadri (G.B) Nagar, Uttar Pradesh

2016

Intermediate

#### Shaiffali Public School, Dadri (G.B) Nagar, Uttar Pradesh

2014

High School

### ADDITIONAL INFORMATION

Father's Name : Radhey Shyam Raghav

Mother's Name : Geeta Devi

DOB : 07. 08. 1999

Hobbies : Singing and listning music