

Organized and efficient Data Entry Clerk with **Number** years of experience in data organization, proofreading and word processing. Multi-talented in smoothly handling office administration support tasks. Team player works to support group efforts to meet critical deadlines. Dependable Computer Operator specializes in accepting, transmitting and storing sensitive customer data. Maintains strict adherence to applicable regulatory and legal requirements to mitigate risk and liability. Trusted to handle exceptionally valuable and important digital assets for companies and customers alike.

Work History

Education

2019-05 - 2021-04	10TH NIMAPARA HIGH SCHOOL NIMAPARA - NIMAPADA
2021-07 - 2023-05	12TH: Science Education MANGALA HIGHER SECONDARY SCHOOL KAKATPUR - KAKATPUR
2023-07 - Current	Bachelor Of Computer Applications: Computer Science NIMAPARA AUTO COLLEGE NIMAPARA - NIMAPADA • Continuing education in Subject

Interests

DATA ENTRY
READING BOOKS
LISTENING MUSIC
PLAY LUDU



NIRAKAR BISWAL

STUDENT

Contact

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Skills

DATA ENTRY



Student assessment



CUSTOMER SERVICE'S