MANISH SINGH

Computer operator

About Me

Detail-oriented Computer Operator with expertise in data entry and Excel. Proven track record of optimizing operational efficiency and ensuring accuracy. Seeking to leverage skills and experience in a new role to drive success and contribute to organizational growth.

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📍 Rajwada, Indore (M.P.)

Language

- English (basic)
- Hindi

Software

- Adobe Premiere Pro
- Adobe After Effects
- Adobe Photoshop
- Microsoft Office 2007
- Microsoft Excel 2007

Skills And Knowledge

- **Data Entry:** Proficient in accurate and meticulous data entry techniques.

- **Excel Skills:** Advanced knowledge of Excel, particularly adept with VLOOKUP for data analysis.

- **Attention to Detail:** Ensuring precision and quality in data input and analysis

- **Organizational Skills:** Ability to effectively manage and organize data.

Education

Govt. Model H.S. School jaithari (M.P)
Intermediate   - 2016

Makhan Lal Chaturvedi University, Bhopal, (M.P)
Diploma in Computer Application (DCA)   - 2017

Maya academy advanced cinematic, Indore, (M.P.)
Compositing Plus Certificate Course   - 2023

Experience

M.P.P.K.V.V.C.L Anuppur, (M.P)

2018-2019
Computer Operator

Managed day-to-day computer operations, including data entry and system maintenance

- Entered, updated, and verified data in Excel spreadsheets with a focus on accuracy.
- Utilized VLOOKUP and other Excel functions to streamline data retrieval processes.