

Computer Operator



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Objective

Detail-oriented Computer Operator with proven experience in managing data entry and office software applications. Adept at utilizing MS Office and MS Word to improve office efficiency and accuracy. Seeking to leverage expertise to contribute effectively to your team.

Key Qualifications

Holy cross school Bhopal

Class 12th 61.4%

Class 10th 8.2 CGPA

Experience

Computer Operator

Feb 2019 - Jan 2021

Dev Logistics

Bhopal

- Operated computer systems to manage data entry and document processing.
- Assisted in preparing reports and presentations for internal use.

Skills

MS Word

● ● ● ● ●
Expert

- Proficient in document creation and formatting.

Data Entry

● ● ● ● ●
Expert

- Attention to detail to minimize errors and maintain data integrity.
- Familiar with data verification and cleansing techniques.

Computer Operation

● ● ● ● ●
Advanced

- Competent in operating various computer software relevant to office environments.
- Basic troubleshooting for hardware and software issues.

Accomplishments

Forklift

- Designed and implemented automated control systems for forklift operations to enhance efficiency and safety.

Professional Skills

System Monitoring Equipment

Maintenance Report Generation

Education

MS Office Certification (NICT)

Apr 2014 - Jun 2014

- Ability to manage emails and schedules using Microsoft Outlook

MS Word Training (NICT)

Apr 2014 - May 2014

- Enhanced skills in editing, formatting, and creating professional documents.

Languages

Hindi, English, Marathi

Advanced

Hobbies

Designing

- Producing digital art or illustrations for social media posts