

Lokesh Kumar

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Personal Details

Date of Birth: 1996-10-30
Eligible to work in: India
Highest Career Level: 1-2 years experience
Industry: IT-Hardware & Networking, Internet, Ecommerce
Total years of experience: 1

Work Experience

Visa Counselor

Arotic visa-India
Full-time
March 2022 to November 2022

1. Providing counsel and information regarding visa application process to the applicants.
2. Answering any queries and providing support for visa-related matters.
3. Creating and maintaining an accurate and well-structured filing system.
4. Performing administrative duties such as filing, scanning, and organizing documents.
5. Making sure clients comply with the terms and conditions of the visas.

Data Entry Work

ZEE TECH MANAGEMENT & MARKETING PVT LTD-New Delhi, Delhi
May 2021 to March 2022

A typical Data job description will include the following responsibilities:

1. Preparing and sorting documents for data entry.
2. Entering data into database software and checking to ensure the accuracy of the data that has been inputted.
3. Resolving Discrepancies in Information and obtaining further information for incomplete documents.
4. Creating data backups as part of a contingency plan.
5. Responding to information requests from authorised members.

Education

Diploma in MS- OFFICE

COMPLETE COMPUTER TECHNOLOGY - Unknown, Delhi, Delhi

February 2020 to September 2020

Higher Secondary(12th Pass) in Senior secondary

Beverly Hills - Dehra Dun, Uttarakhand

April 2015 to March 2016

Secondary(10th Pass) in Matriculation

Karunya international School - Coimbatore, Tamil Nadu

April 2012 to March 2013

Diploma

Skills / IT Skills

- Microsoft Excel
- Typing
- English
- Communication skills
- Computer skills
- Data entry
- Microsoft Word
- MICROSOFT OFFICE, TYPING (Less than 1 year)
- MS - OFFICE (Less than 1 year)

Languages

- English - Intermediate