




OBJECTIVE

Detail-oriented and efficient Computer Operator with a strong background in managing and maintaining computer systems. Seeking to utilize my technical skills and experience to ensure the smooth operation of computer networks and systems in a dynamic work environment. Dedicated to providing high-quality support and solutions to enhance organizational productivity and efficiency.

ABOUT ME

-  Todapur/Dasghara
-  9625618365
-  anujnovember16@gmail.com

SKILL

- Computer Handling
- MS Office
- Data entry

INTEREST

-  Travelling

LANGUAGE

- Hindi
- English

ANUJ KUMAR

COMPUTER OPERATOR

EDUCATION

- 2023/05 SRISHTI COMPUTER INSTITUTE
- 2024/06 Advance Diploma in Computer Applications
 - Computer fundamentals
 - Database management systems
 - Operating systems
 - Tally
 - Graphics
 - Multimedia

10+12TH PASSED FROM CBSE BOARD

EXPERIENCE

- 2023/08 PUREX FRESH PVT. LTD
- 2024/09 Computer operator Cum Cashier
 - Operating cash registers, scanners and other electronics.
 - Balancing the cash register and generating reports for credit and debit sales.
 - Accepting payments, ensuring all prices and quantities are accurate and proving a receipt to every customer.
 - Processing refunds and exchanges, resolving complaints.
 - Bagging or wrapping purchases to ensure safe transport.