## Summary

To work in a competitive environment to prove the competency skill I have and work for the company's betterment and self-progress.

## **Education Details**

| DEGREE          | PERCENTAGE | PASSING YEAR |
|-----------------|------------|--------------|
| SSC             | 59%        | 2012         |
| HSC             | 49%        | 2014         |
| Graduation      | 52%        | 2020         |
| Post Graduation | %          |              |

# **Preferred Location**

#### Balod, Dhamtari, Raipur

### Experience

| 1. Company Name:   | HANS COMPUTER & TRAINING<br>CENTER KOLAR RAIPUR   | Designation :         | ASISTANT WITH<br>COMPUTER OERATOR |  |  |
|--------------------|---|-----------------------|-----------------------------------|--|--|
| Skills :           | PIVOT Table, Customer Service<br>Skills., Teamwork Skills.,<br>Communication., Accounting.,<br>Leadership skills., design,<br>Presentation, Presentations,<br>Accounting, Inventory, Training,<br>Billing, Invoices, Payroll, Data<br>analysis, Windows, Digital<br>Marketing, Spreadsheets, Sales<br>Operations, Computer Applications,<br>Data Entry, Data Entry, Accounts<br>Payable, Purchase Orders,<br>Microsoft Word, MS Excel,<br>Microsoft Office Suite, MS Office | Total<br>Experience : | 4.0                               |  |  |
| Period             | 2018-01-01 to 2023-02-01  |                       |                                   |  |  |
| Additional Details |   |                       |                                   |  |  |

| Course Name: | DCA |
|--------------|-----|
| Duration:    | 1   |

### Language:

Proficiency:

Good

# **Personal Details**

| Name:            | Jageshwar Sahu                        |
|------------------|---------------------------------------|
| DOB :            | 1995-09-27                            |
| Marital Status:  | MARRIED                               |
| Gender :         | MALE                                  |
| Phy Challenged : | No                                    |
| Current Address: | siyanmara, Balod, Chhattisgarh, India |

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