

**Mahendra Marskole**

Madhya Pradesh, Bhopal

Contact No : 8319717568

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## Summary

In my previous role as an State Data entry operator (Samvida) at National health Mission (Working since 05-08-2015 to 10.10.2022), I handle all of these duties, and more, with great capability. I am frequently praised for my ability to handle complex tasks and solve problems without requesting input, but also maintain an awareness of when input may be desired. In short, as an Office assistant/Data Entry Operator, I am efficient, attentive, and competent. Finally, I have all the basic skills necessary for the role.

## Education Details

DEGREE	PERCENTAGE	PASSING YEAR
SSC	39.4%	1998
HSC	52.8%	2002
Graduation	49%	2007
Post Graduation	%	

## Preferred Location

Bhopal, Chhindwara

## Experience

<b>1. Company Name:</b>	National Health Mission, Bhopal	<b>Designation :</b>	State Data Entry Operator (IDSP)
<b>Skills :</b>	Management., Administrative skills., operations, Reporting, Customer Service, Documentation, Presentation, Presentations, Safety, Database, Writing, Correspondence, Human Resources, Hardware, Networking, Troubleshooting, Information Technology, Administrative Support, Banking, Documenting, Data Entry, Travel, Hospitality, Repairs, LAN, Office Software, Data Quality, Supervising, Daily Operations, Data Collection, Intranet, MS Excel	<b>Total Experience :</b>	4.0
<b>Period</b>	2015-08-05 to 2022-10-10		

## Additional Details

<b>Course Name:</b>	DCA
<b>Duration:</b>	1
<b>Language:</b>	English
<b>Proficiency:</b>	Good

## Personal Details

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<b>Name:</b>	Mahendra Marskole
<b>DOB :</b>	1979-03-26
<b>Marital Status:</b>	MARRIED
<b>Gender :</b>	MALE
<b>Phy Challenged :</b>	No
<b>Current Address:</b>	B-68 Bhel sangam Society Bagsevania Bhopal, Bhopal, Madhya Pradesh, India

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