

Vishal Verma

ABOUT ME

I believe in smart work. I am self reliant and try to upgrade my self from time to time and also willing help others. I am passionate about Digital Marketing and Data Entry. With a strong background in both fields, I strive to deliver top-notch services and help businesses thrive in the online world. To secure a challenging position in the field of **Account manage, Digital marketing and Data entry operator**, where I can utilize my strong **analytical skills, creative thinking**, and passion for digital trends to contribute to the success of the organization. I aim to leverage my academic knowledge and practical experience to develop innovative digital marketing **strategies** that drive brand **awareness, enhance online presence**, and increase customer engagement.

EXPERIENCE

Data Entry Operator & Banking Role May 2022 - May 2023
Registration and Stamps Department(Commercial Tax) Madhya Pradesh

I have worked in **Registration and Stamp Department for 1 year and gained good experience** and I have learned how to deal with property, how to transact in property. In Madhya Pradesh, the department plays a crucial role in recording property transactions and maintaining proper documentation. It ensures that property transactions are legally valid and enforceable by affixing appropriate stamp duties on the relevant documents. The department also takes measures to prevent fraudulent activities and tax evasion.

Computer Operator / Hindi & English Typing Jan 2017 - March 2018
Sunlight Group Of Education
Computer savvy with 1years of experience in collecting information and capturing data promptly to ensure the



CONTACT

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PERSONAL DETAILS

Date of Birth : 29/01/1996
Nationality : Indian 🇮🇳
Religion : Hinduism

SKILLS

Data Entry Operator (DEO) ● ● ● ● ●
Digital Marketing for E-commerce ● ● ● ● ●
Strong Communication & Interpersonal Skills ● ● ● ● ●
Billing Process & Accountantany. ● ● ● ● ●
Email marketing and Social media marketing ● ● ● ● ●

business' databases are timely updated and verified by comparing them to source documents. Known to compile spreadsheets with large numbers with accuracy, performing regular backups for data preservation. Detail-oriented professional with excellent written and oral skills and **typing speed of 30WPM**.

EDUCATION

Bachelor Of Commerce Maharaja Mansingh College/Jiwaji University Second	2016
Shri Ram Private ITI Gwalior ITI COPA (NCVT) First	2018
Online Course/Domestic Data Entry Operator Skill Trainer/Skill India First	2021
Online Course/Become a Digital Marketing Specialist LinkedIn Learning First	2021
Online Course/ Accounting Fundamentals Tata Consultancy Services (ION)	2021
Online Course/Banking (Professional Diploma Program) European Open University	2021
Online Course/ Accounting (Professional Diploma Program) European Open University	2021

CERTIFICATION

Great Learning Academy
ChatGPT for Beginners- 2023

J.P Morgen Private Bank
Global Private Bank Virtual Experience Program-2023

BRITISH AIRWAYS
Data Science Virtual Experience Programme- 2023

Advanced Institute Of Technology And Management
Computer Network Proficiency-2021

Database Management &
System Operation



I can do Hindi and English typing
very well



AI Tools & Formmating



MS Office & Adobe Photoshop



ACHIEVEMENTS & AWARDS

To achieve a position that will
make possible to use my well-
built organization skill, reward
winning education backhand and
capability to work fit with people.

LANGUAGES

Read - English & Hindi

Write - English & Hindi

INTERESTS

IT Companies, Business
development, Banking,
Management, HR field, SEO,
Operator, Social media....

European Open University

E-Commerce (Professional Certificate Program)- 2021

Skycampus/ICT Academy

Good & Services Tax (GST) -2021

Www.Eduonix.com

Complete Guide To **Social Media Design** Certification-2021

DECELERATION

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself my qualification, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.