

ANUKUL KUMAR

Computer Operator

✉ anulkumar4560@gmail.com ☎ 918178055313 📍 New Delhi

Profile

Highly motivated and detail-oriented Computer Operator with a proven track record of optimizing processes and improving efficiency. Skilled in managing backend operations, coordinating cross-functional teams, and delivering exceptional results in fast-paced environments. Seeking to leverage my experience and drive for success to contribute to the growth and success of a dynamic organization.

Professional Experience :-

Computer Operator, Unimax International

02/2022 – 08/2024
New Delhi, India

- Making Quotations (Sales & Hire) according to client requirement.
- Making Work order for the clients (Purchase and Hire).
- Maintaining the data of the clients
- Mail send to clients regarding Invoice , payments, enquiries , orders .
- Coordinating with marketing people for clients requirement & taking update for enquiry , order ,payments .
- Supervising the branches works
- Performing basic admin duties including printing, sending emails, and ordering office supplies.
- Processing company receipts, invoices, and bills
- Partnering with hiring managers to determine staffing needs Screening resumes and analysing the data of candidates .
- Following up on the interview process status
- Conducting exit interviews on terminating employees Completing timely reports on employment activity
- Making recommendations to company hiring managers Administering appropriate company assessments.

Computer Operator, LevelupAcademy

09/2021-11/2021
New Delhi, India

- Make Notes Using by Ms. Word .
- Make PDF of Notes.
- HTML and CSS editing on website.
- Make Math's Notes Using Ms. Excel

Computer Operator, King's Cyber Café

02/2021-04-2021
New Delhi, India

- Interner Suffering
- Fill all Online Form.
- Make CV
- Apply For Online Document Like :-Pan card ,cast, Aadharcard etc.

Education Details :-

- 10th Passed
- 12th Passed
- Diploma In ECE
- Full Stack Developer For Iant Institute
- Pursuing Final Year OF B.com.

Technical Knowledge :-

- Knowledge of computer
- Ms Excel
- Ms Power Point
- Ms Word
- Naukari.com
- Workindia
- HTML
- CSS
- Php
- Java Script

Personal Details:-

Father's Name: - Mr. Vijay Kumar

Date of Birth: - 30/01/2002

Address: - 59/A Dheeraj Vihar Rohini sector- New Delhi - 110081

Declaration:-

- I hereby declare that all above information is in correct with fact or truth up to my knowledge and I bear the responsibilities for the correctness for the above mentioned particulars.

ANUKUL
