

Brijesh Kumar



Applying For: Computer Operator / General Operations Assistant
Mobile: 6398577126
Email: brijeshkumarsk6503@gmail.com

Career Objective

Motivated and hardworking professional with 2 years of experience in computer operations and office support. Skilled in MS Excel, MS Word, and English typing. Seeking a Computer Operator / General Operations Assistant position where I can contribute effectively and grow professionally.

Skills

- MS Excel
- MS Word
- English Typing - 30 WPM
- Computer Operations
- Office Documentation
- Data Entry

Work Experience

TechSPR IT Private Limited
Computer Operator / General Operations
Duration: 02/02/2024 - Present (2 Years Experience)
Responsibilities: Data entry, maintaining Excel reports, document preparation in MS Word, record management, office coordination, and day-to-day computer operations.

Education

Qualification	Board	School	Status
12th	UP Board	KMMASV Mandir Inter College	Passed

Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge.

Place: _____
Date: _____

(Brijesh Kumar)