**SANDEEP ACHANTA**

PHOTO

**Mobile:** 9492XXXX75

**Email Id:** sandeepxaxx@gmail.com

**Address:** 8-152, Athwa, Surat,
Gujarat 395001.

**CAREER OBJECTIVE**

A focused individual seeking an opportunity as a data entry operator to utilize my rapid typing skills and computer operating knowledge to meet the organization’s requirements.

**EDUCATIONAL BACKGROUND**

* Bachelors in Science (B. Sc) from St. Xavier’s College in 2022 with GPA 6.5
* Intermediate MPC from Triveni Intermediate College in 2019 with GPA 6.7
* 10th Class from Little Flower High School in 2017 with GPA 6.8

**KEY SKILLS**

* Capable of typing 55 words a minute with accuracy.
* Knowledge of using equipment like printers and scanners.
* Ability to provide administrative support to business operations.
* Ability to interact with customers and clients.
* Capable to update and maintain information in company data base.

**OTHER SKILLS**

* MS Office (Excel, Word & Power Point)
* Good verbal and written communication skills

**PEERSONAL INFORMATION**

Date of birth : 07 April 2000

Gender : Male

Father’s Name : Prasanth Bhushan

Nationality : Indian

Marital Status : Unmarried

Hobbies : Reading books & Travelling

Languages Known : English & Hindi.

**DECLARATION**

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

Place:

Date: Signature.