**Data Entry Operator**

 **Naveen Kaur Contact No.: 8528572414**

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 **Jalandhar (Punjab)**

**Education:**

B.A. (Math, Economics, Hindi, Punjabi, English)

PGDCA (Post Graduation Diploma in Computer Application)

NTT (Nursery Teacher Training)

**Objective:** Accurate, fast keying skills and sound knowledge of computer applications. Excellent and a strong desire to work hard and perform well. A proven track record of efficiency and accuracy in quality work.

**Technical Skills:**

MS word, MS Excel, Excellent spelling and grammar work, Typing skill – 25 -30wpm, translation and Outlook.

**Known Languages:** English, Punjabi, Hindi

**Experience:**

* Six years’ experience successfully performing a number of data entry.
* Six years’ experience in translation work (English-Hindi/Punjabi and Hindi-English or Punjabi-English) as a freelancer with Langscape Language Solutions Pvt Ltd , VerboLabs Languages (OPC) Pvt Ltd, MoniSa Enterprise, Sharp line (Dehli), Wheels on words from December 2015 to till Present.
* One year experience in Canadian translation.
* Three years’ work experience in proofreading (Hindi & Punjabi)
* Six and half years’ experience as a computer teacher.
* One year experience in Alignment work English - Punjabi and English - Hindi with Nova tool.
* Five year experience in Hindi & Punjabi language transcription job.
* One year experience in annotation app work.