

# SHAKTI SINGH RATHORE

## Computer Operator



+971-568702567



42-A, Roop Vihar, Hathoj, Kalwar Road, Jaipur



rshakti1993@gmail.com

### EDUCATION

**2007**

**Secondary Examination**  
**Board of Secondary Education,**  
**Rajasthan**

**2009**

**Higher Secondary Examination**  
**Board of Secondary Education,**  
**Rajasthan**

### SKILLS

Data Entry

Cash Handling

Efficient billing

Customer service

Communicative



Dedicated and detail-oriented professional with expertise in computer operations, seeking a challenging role that utilizes my technical and administrative skills. Proficient in managing billing processes, updating product information, and providing exceptional support to ensure seamless operations.

### WORK EXPERIENCE

**2013-2016**

#### **Brown & Black Bio Pvt Ltd**

- Operated computer systems for data entry, billing, and inventory management.
- Handled cash transactions, managed sales, and maintained accurate records.
- Ensured seamless customer service, resolving queries and concerns efficiently."

**2019-2023**

#### **USB TRADERS**

- Managed daily computer operations, ensuring smooth data entry and processing.
- Handled billing, invoicing, and product updates with accuracy and efficiency.
- Provided technical support to colleagues, resolving hardware and software issues."