

DODIYA PRIYANK SUNILBHAI

Mobile: +91 9898300264

Email: priyankdodiya61@gmail.com

Location: Rajkot, Gujarat

CAREER OBJECTIVE

A dedicated and detail-oriented B.Com (Semester 6) student with 2 years of Data Entry experience at TSS Consultancy. Seeking an opportunity as an HR Assistant, Admin Executive, Front Office Executive, Medical Records Executive, or Data Entry Operator in a reputed hospital where I can contribute my administrative and computer skills while growing professionally.

EDUCATION

Bachelor of Commerce (B.Com)

Saurashtra University

Semester 6 – Pursuing

WORK EXPERIENCE

Data Entry Operator

TSS Consultancy

Experience: 2 Years

Key Responsibilities

- Performed accurate data entry and maintained digital records.
- Managed MS Excel spreadsheets and MS Word documents.
- Handled email communication and office documentation.
- Maintained files and ensured data accuracy.
- Prepared reports and updated records on time.
- Maintained confidentiality of office information.

TECHNICAL SKILLS

- MS Excel
- MS Word
- Microsoft Office
- Data Entry

- Email Handling
- Internet Browsing
- Document Management
- Basic Computer Knowledge

SOFT SKILLS

- Good Communication
- Teamwork
- Time Management
- Fast Typing
- Quick Learner
- Attention to Detail

LANGUAGES

- Gujarati
- Hindi
- English

PERSONAL DETAILS

Name: Dodiya Priyank Sunilbhai

Nationality: Indian

Marital Status: Single

DECLARATION

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

Place: Rajkot

Signature: Dodiya Priyank Sunilbhai