

# RISHABH RAJ

Student

@ RISHABHSINGH95070@GMAIL.COM    9507066212    Bokaro

Proven track record at Royall Health India, SBI Cards, and Maruti Suzuki Showroom. Holds a DCA degree and Class 10 and 12 certifications. Proficient in English and Hindi. Skilled in communication, data handling, and basic computer operations. Passionate about learning and playing e-games.

## EXPERIENCE

DMS Operator

MARUTI SUZUKI SHOWROOM

09/01/2024- Ongoing    Full-time

- Operated and maintained Dealer Management System (DMS) with ensuring seamless data retrieval and storage.
- Streamlined document processing workflows, reducing processing and enhancing team productivity.
- Implemented security protocols that safeguarded sensitive information, achieving zero data breaches.

Sales department

SBI CARDS

12/03/2023- 08/05/2024    Full-time

Sales department

ROYAL HEALTH INDIA

02/02/2023- 09/10/2023    Full-time

## SKILLS

Basic computer

Excel

Computer operator

Communication skill

Data handling

## HOBBIES

Playing E-games    Learning

Cooking

## LANGUAGES

English    ● ● ● ● ●

Hindi

## EDUCATION

BIHAR COLLAGE

12th - 70

BIHAR COLLAGE

02/11/2023- 04/04/2024

CBSE

10th - 60

VINAY INTERNATIONAL PUBLIC SCHOOL

01/01/2021- 03/03/2022

DIPLOMA IN COMPUTER APPLICATION, DCA

DCA - 80

NATIONAL COMPUTER

01/01/2023