

RISHABH RAJ

Student

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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 COLLEGE

12th - 70

BIHAR COLLEGE

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