



Ranvir Singh

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Ludhiana, Punjab

Summary

Bringing forth a positive attitude, strong communication and the willingness and motivation to learn new knowledge and programs.

Experience

Computer Operator

Masters Academy • Ludhiana, Punjab

11/2020 - 11/2022

- Provides data by operating a computer.
 - Performs defined tasks per documented instructions/processes.
 - Troubleshoots malfunctions.
 - Created operating systems.
 - Determined causes of computer errors and propose diagnosis.
 - Responds to incoming telephone calls, email, and voice mail inquiries from customers
 - Maintains client confidence and protects operations by keeping information confidential.
 - Assigned in the monitoring of inputs to ensure that all details are accurate and in place.
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Skills

Customer service, Communication skills, Strong Interpersonal Communication Skills, Patient Advocacy, Honesty and Integrity, Excellent Work Ethic, Motivated Attitude, Teamwork Skills, Proficiency with Microsoft Excel, Word and PowerPoint, Ability to work with consistent excellent results, Quick Learner

Education

BCA

GNA UNIVERSITY • Phagwara, Punjab

10/2020

12TH

PSEB • Ludhiana, Punjab

05/2016

Languages

English, Punjabi, Hindi

Linked In

<http://linkedin.com/in/ranvir-singh-a61569257>