

CURRICULUM VITAE

ARUN DEEPAK MINZ

H.No 2047/Z160, Naya Toli, Bariatu, Ranchi
+91 6205372082, arunsrshre@gmail.com

SUMMARY OF QUALIFICATIONS

Strong track-record of delivering top performance. I can meet tight deadlines. Personal qualities includes: positive, good problem-solver, and adaptable. Other skills include:

- MS Office (MS-Excel: 2003, 2007, 2010)
- V-Look Up, H-Look Up, Sumif, Countif, Index-Match
- Sorting, Filter, Pivot Table, Slicer, Making Format & Dashboard in Excel.
- Power Point

WORK EXPERIENCE

1-Link Infotech, New Delhi	Computer Operator	Sep 2010-Feb 2016
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- Computer Data Entry in any form including Text, Numeric or Alphanumeric entry
- Fox-Pro Entry of Marketing Research Data like mobile forms, feedback forms after flat possession, hotel etc.
- Full text data capture
- Online Data Entry through URL links

2-Focus Imaging & Research Center Pvt. Ltd., New Delhi - Billing Executive - Apr'16-Aug'16

- CGHS bills claiming through UTITSL site and Solving Queries.
- Knowledge of ECHS & ESI bills Claiming.

3 -UTS Infratel Pvt. Ltd., Ranchi – Nov 2016- Dec 2020

- **DEO + Quality Check Operator**
- **Billing Executive** (1 Dec 2017 – 30 March 2019)
- **HR Executive** (1 April 2019 - 7 Dec 2020) (Payroll, Attendance Management, Joining Formalities, Leave Management, Documentation, Email ID Creation, PPT, Attrition Reports, Job Posting, Interview Scheduling etc.)

4-Pranabnaman Minerals Pvt. Ltd., Ranchi – (24 Feb 2021 – 5 Oct 2021)

- **HR Executive** (Payroll, PF, UAN Enrollment, ESIC, ECR Challan Generation, Attendance Management, Leave Management, Employee Documentation, Dashboards Making as requirement, Salary & Employee details updating on Clip Portal[CCL], ID Creation, Company Profile Updating, Birthday Card Creation, Employee Master data Maintaining etc.)

EDUCATION

- **Bachelor in Commerce**
Deen Dayal Gorakhpur University, Gorakhpur
- **Higher Secondary**
Uttar Pradesh Board

COMPUTER SKILL/SOFTWARE

- Tally9.0

CERTIFICATION

Complete Business Accountant course

IIJT (Indian Institute of Job-Oriented Training), New Delhi

- Direct and Indirect Tax
- Investment
- Banking
- Accounting
- Computer Basics

STRENGTH

- Ability to work under pressure
- Honest and diligent

LANGUAGE KNOWN

- English
- Hindi

PERSONAL DETAILS

Date of Birth : 04-04-1985
Father's name : NESTORE MINZ
Marital Status : Single

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date :
Place : Ranchi

ARUN DEEPAK MINZ