

NEERAJ THAPA

Rudrapur, Uttrakhand

8279519808 | neerajrdp@gmail.com

LANGUAGE

Hindi

English

SKILLS

MS excel, MS office and knowledge of C and Java. Multi tasking and Problem solving Team leader Communication

INTERESTS

Reading books

Playing football

Cooking

Travelling

OBJECTIVE

To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would allow me to grow while fulfilling organizational goals.

EDUCATION

Saraswati shishu mandir inter college 2014
10+2

Uttrakhand Technical University 2018
B.tech (Computer science engineering)

SUMMER TRAINING

3 months summer training of Java and Web development in Capriko center, Dehradun

EXPERIENCE

ESPE INDIA PVT. LTD. 07/05/2020 - 02/03/2021

Filing and Computer Operations

Operation executive

1. Assist in other departments when required.

2. Solving customer queries, maintain inventory .

3. Execution of operation flow, monitor all data channel and generate reports.

4. Maintaining proper co-ordination with upper management.

5. Maintain all data in computer System.

6. Check new Queries day to day.

STRENGTH

I have nature that's help me to easily adapt and learn new things.

I can easily involve with people and work with them to achieve a team goal.

DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief.