BANDI VINOD

Contact

- **Address:** H.No - 7-71, Pathoor
- **Village & Mandal :** Nandipet
- **Dist**: Nizamabad
- **State :** Telangana
- **Pin Code** : 503212.
- **Phone:** +91 8688572489
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Languages

- Telugu – Native Language
- Hindi – Intermediate
- English – Intermediate

Achievements

- ❖ **Got Mandal 1st Rank in Govt Schools 10th Standard.**

- ❖ **Secured Government seat in RGUKT-Basara for studying 6 year integrated course.**

- ❖ **Got District 6th Rank in State level Examination for the job role of Data Entry Operator in Samagra Shiksha Education Department, Telangana India.**

Certifications

1. **Diploma in Computer Applications**
2. **Enterprise Resource Planning (ERP) systems (Focus)**

Summary

seeking a career that is challenging and interesting, and let me work on the leading areas of Technology, a job that gives me opportunities to learn, innovate and enhance my skills and strengths in conjuction with company goals and objectives..

Skill Highlights

- **Data Entry**
- Knowledge on Educational institution Administration & Maintenance
- **MS Office-Excel, Word, Power Point**
- Strong decision maker
- Hard Working

Experience

Data Entry Operator . - 01/2024 to Currently working, Tibcon Capacitors Tibrewala Electronics PVT Ltd. Balanagar Hyderabad.

- ❖ Inventory management: Entering data on raw materials, work-in-progress, and finished goods.
- ❖ Production tracking: Recording data on production schedules, output, and efficiency.
- ❖ Material management: Entering data on material receipts, stock levels, and usage.
- ❖ Production planning: Entering data on production plans, schedules, and forecasts.
- ❖ Reporting and analytics: Entering data to generate reports and analyze manufacturing performance.

Data Entry Operator & Admin Asst. - 09/2019 to 10/2023, Satya Vocational Jr. College, Nizamabad.

- Online works (internet banking, Aadhar related, online apply works)
- Produced accurate and detailed functionality reports each day.
- Operated different computerized machines to produce digital content and save information., Maintaining student database, maintaining of staff data base
- Daily entries of Student fees and stocks and maintenance
- Transfer data from paper formats into computer files or database systems using keyboards, data recorders or optical scanners
- Type in data provided directly from customers
- Create spreadsheets with large numbers of figures without mistakes
- Verify data by comparing it to source documents
- Update existing data
- Retrieve data from the database or electronic files as requested
- Perform regular backups to ensure data preservation
- Sort and organize paperwork after entering data to ensure it is not lost

Education

Standard	Stream	Institute	Year	% Marks/CGPA
B Tech.	Civil Engineering	RGUKT-Basara	2017	7.72
PUC/+2	MPC	RGUKT-Basara	2013	7.22
SSC	SSC	ZPHS-Nandipet	2011	91.66