

Resume: ☐ Ranjeet Kumar Sah



Contact Information

- **Name:** Ranjeet Kumar Sah
- **Phone Number:** 7761808176
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- **Address:** At: Pipardih, Po: Lamari Kala, PS: Kandi, Dist: Garhwa, Jharkhand - 822120

Objective

- Seeking a data entry role to contribute to accurate data processing and timely record-keeping using my computer proficiency and organizational skills.

Education

- **Degree:** Bachelor of Arts
- **University/College:** Sri Satguru Jagjit Singh Namdhari College, Garhwa
- **Graduation Year:** 2010

Skills

- **Technical Skills:** MS Office (Word, Excel, PPT), Typing Speed - 40 to 50 WPM, Familiar With Data Management software, Basic Computer troubleshooting
- **Soft Skills:** Attention to Details, Time Management, Good Communication, Organizational Skills, Ability to work under pressure

Additional Information

- **Languages:** English, Hindi