

MD SABA

BHIKHRAJPUR, BALIAPUR, DHANBAD 

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- ➔ Safety Level Assignments: SOP/HIRA/JSA/NEAR MISS.
- ➔ Industry Preference: Constructions /Mechanical/ Electrical.
- ➔ INSTEAD OF: "DATA ENTRY OPERATOR WITH 5 YEARS OF EXPERIENCE"
- ➔ Our Field Experience /From Csc E-government service & 108 gramm panchayat office & CSC VLEs

Skills

- Diploma in computer Application
- Advance Diploma in computer Application
- Information Backup & Verifying Data Accuracy
- Net Surfing And Web
- Microsoft Office Package
- Technical Support for Software normal issue

Soft Skills

- Communicator
- Team Player
- Thinker
- Innovative
- Intuitive
- Collaborative

Experience

FEB 2018 – TO- MAR 2019

Safety Officer / KONART STEEL BUILDINGS PVT.LTD

1. Conducted Safety Training and educational talks to different sites.
2. Developed safety policies and procedures.
3. Insured that safety equipment's are installed in the most accessible place in case of accidents.
4. Educated the authorities on matters involving safety issues
5. Conducted safety drills like fire drill.

APR 2019 – TO- 2021 JULY

BBNL, Optical fiber & Gram panchayat office maintenances / under Csc E-Government " Dhanbad, Jharkhand 826001

01. Our area 108 Gram Panchayat and CSC VLE from Dhanbad, Block Office Name (Govindpur, Baliapur, Nirsa, Egarkund, Kaliyasol, East Tundi, and Tundi)
02. Maintain our daily work report
03. We provide CSC VLE support for any technical issues
04. We handle all Gram Panchayat Mukhiya issue and paper work like all device checklist attached with Mukhiya signature and seal and submit to our district office...

05. We talk to all VLEs and Mukhiyas honestly, and also solve all the problems with the support of our district office

SEP 2021 – TO- 2024 AUG

DEO, Data Entry Operator / CDPO “Child Development Project Officer” Dhanbad, Jharkhand 828201

1. Creating and maintained detailed record of all data entry activities to ensure accuracy
2. Entered customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format.
3. Uploaded scanned document to an official website
4. Providing technical training to our office team in any new scheme
5. Workshop Computer Software Technical Error Fixing

Education

2013

*** Matriculation passed out in 2013/ From J.A.C Ranchi Board Jharkhand**

***Intermediate passed out in 2015/ From J.A.C Ranchi Board Jharkhand**

***Bachler of arts passed out in 2018/ From B.V.U Hazaribag Jharkhand**

***Advance Diploma in fire safety 2019/ From N.I.F.S (National institute of fire & Safety)**

*** Advanced Diploma in Computer Application 2015/ from ICS**

Personal Details

Name: - Md Saba
Father Name: - Abdul Tohid
D.O.B: - 03.12.1997
Marital Status: - Single
Nationality: - Indian
Language: - Hindi & English
Passport No: - P0133625
Date of Issue: - 11.07.2016
Date of Expiry: - 10.07.2026
Place of Issue: - Ranchi Jharkhand

Activities

Detail-oriented professional with experience maintaining data confidentiality and complying with company policies and standards. Able to work efficiently under pressure and manage multiple tasks simultaneously. Adept in quickly learning and adapting to new software and systems. Motivated and organized professional experienced with working in high- volume, deadline-driven environments. Proven track record of accuracy and attention to detail, with an ability to quickly and accurately process large amounts of data. Adept at researching and resolving data discrepancies in order to maintain data integrity.

I hereby declare that all the information provided by me above is correct to the best my knowledge

Date...../...../.....

Signature.....