



# GANESH MAJHEE

Father's Name : Shree Sona Ram Majhee

## My Contact

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📍 Bhojudih, Bokaro, Jharkhand  
Pin 828303

## Skill

- **Data Entry and Formatting**
- **Formulas and Functions**
- **Data Analysis and Visualization**
- **PivotTables and PivotCharts**
- **Data Validation and Protection**

## Soft Skill

- **Observation**
- **Decision making**
- **Communication**
- **Multi-tasking**

## Education Background

- **Matriculation**  
*South Eastern Railway Inter College,  
Bhojudih*  
Completed in 2014
- **Intermediate**  
*Bhojudih Inter College, Bhojudih,  
Bokaro*  
Completed in 2016
- **Graduation**  
*Sindri College, Sindri, Dhanbad*  
*Bachlors of Arts, English (Hons.)*  
Completed 2020-23

## About Me

My name is Ganesh Kumar Majhee. I hail from the vibrant state of Jharkhand, specifically from Bhojudih in Bokaro district.

In terms of education, I have successfully completed my graduation. My skills encompass a strong proficiency in computer applications, along with expertise in teaching, specifically in (DCMS), and production-related tasks.

I am enthusiastic about leveraging my skills and knowledge to contribute effectively to various professional endeavors. I look forward to new opportunities for growth and learning in my career journey.

## Professional Experience

### DCMS (Distributor Consumer Mangement System)

2016-17 – Past

Key responsibilities:

- **Order Processing**
- **Inventory Management**
- **Billing and Invoicing**
- **Consumer Database Management**
- **Promotions and Discounts**
- **Reporting and Analytics**

### Maruti Suzuki India limited Haryana, Gurgaon, Sec - 18

2018-2020

Key responsibilities:

- **Product Inspection**
- **Quality Control Processes**
- **Problem Resolution**
- **Continuous Improvement**

### Bank of India Banking Correspondence Agent

2020-2023

Key responsibilities:

- **Customer Onboarding:**
- **Account Management:**
- **Cash Handling**
- **Financial Inclusion**
- **Reporting:**

### Telecommunication Consultant India Limited

May – Dec 2023

Key responsibilities:

- **Curriculum Planning and Development**
- **Professional Development**