

FAIJAN KHAN SINDI
COMPUTER OPERATOR

PROFESSIONAL SUMMARY

Dedicated and hardworking Computer Operator with over 6 years of experience in Computer Operations, Civil Court, eMitra, Collection, and Cement Industry. Skilled in MS Office, Tally ERP 9, Data Entry, Documentation, Customer Service, and Office Administration. Quick learner with strong communication and organizational skills.

CONTACT

Mobile: 919509328274

Email: azharik955@gmail.com

Address: Mohalla Risala, Tehsil Sarada, District Udaipur, Rajasthan - 313027

SKILLS

MS Word, MS Excel, MS PowerPoint, Tally ERP 9, Data Entry, Computer Operations, eMitra Services, Internet & Email, Billing & Invoicing, Stock Management, Document Management, Customer Handling

PERSONAL DETAILS

Father's Name: Azhari Khan Sindi

Date of Birth: 07.09.1998

Gender: Male

Marital Status: Single

Nationality: Indian

Language Known: Hindi, Urdu

Current Address: Mohalla Risala, Tehsil Sarada, District Udaipur, Rajasthan - 313027

WORK EXPERIENCE

Computer Operator – Civil Court (10 Nov 2021 – 10 Mar 2025)

- Managed court-related computer work and records.
- Data entry and document processing.
- File management and office support.
- Assisted in daily administrative operations.

Computer Operator – Computer Shop (2 Years)

- Typing, printing, scanning and online forms.
- Assisted customers in computer-related tasks.
- Maintained records and reports.

eMitra Operator (1 Year)

- Government online services.
- Bill payments, certificates and applications.
- Customer support.

Collection Executive (1 Year)

- Customer follow-up and payment collection.
- Daily collection reports.
- Resolved customer queries.

Sales & Office Assistant – Wonder Cement Company (1 Year)

- Customer dealings and order processing.
- Billing and invoices.
- Stock records and documentation.

EDUCATION

B.A. – Mohanlal Sukhadia University – 2019 – 53%

Tally ERP 9 – 2018 – 81%

RS-CIT – 2016 – 58%

12th – RBSE Ajmer Board – 2016 – 50%

10th – RBSE Ajmer Board – 2014 – 49%

STRENGTHS

Hard Working, Punctual, Quick Learner, Good Communication, Responsible & Reliable