

PRASHANT ACHARYA

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PROFILE:

A hardworking, sincere and motivated individual with a good work ethic who feels proud of what he does and who has the courage to take on tough challenges.

CAREER OBJECTIVE:

“To explore the new areas and work in a dynamic stable organization”. “Work for an organization which provides me the opportunity to improve my skills and knowledge to grow along with the organization aim.

WORK EXPERIENCE:

DATA ENTRY CLERK

GLOBAL HUB NETWORK AND IT KATHMANDU, NEPAL

April 2018–August 2019

DATA ENTRY CLERK

**GRACE INTERNATIONAL EDUCATION AND
MIGRATION, KATHMANDU, NEPAL**

August 2019–December 2020



DATA ENTRY CLERK

B2B BURGER, DUBAI MALL, DUBAI

Feb 2021–April 2021



DATA ENTRY CLERK

EATHOS KITCHEN, JLT, DUBAI

May 2021 present

DUTIES:

- ❖ Preparing and sorting documents for data entry.
- ❖ Entering data into database software and checking to ensure the accuracy of the data that has been inputted.
- ❖ Resolving discrepancies in information and getting further information for incomplete documents.
- ❖ Transferring data from paper formats into computer files or database systems.
- ❖ Perform regular backups to ensure data preservation.

SKILLS:

- ❖ Computer skills like MS WORD, POWERPOINT
- ❖ Friendly, reliable, punctual and hardworking.
- ❖ Adapt to learn new skills.
- ❖ Verbal communication .
- ❖ Customer services.

ACADEMIC QUALIFICATIONS:

Currently studying Bachelor of Computing.