



KARISHMA BLOCH

COMPUTER OPERATOR

CONTACT

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-  India,Gujarat,Rajkot.

PROFILE

To work in a challenging environment demanding all my skills and effort to explore and adapt myself in different fields, and realize my potential and contribute to the development of organization with impressive performance.

SKILLS

Word	● ● ● ● ●
Excel	● ● ● ● ●
Tally	● ● ● ● ●
DOS	● ● ● ● ●

REFERENCES

English	● ● ● ● ●
Hindi	● ● ● ● ●
Gujarati	● ● ● ● ●

EXPERIENCE

Computer Operator

APRIL 2014 - STILL

I have 7 Year Experience as a Computer Operator in The company of Hiten Plastic.My Duties like Bill Making, Received Order From Party by call,by Message given to Production Department for dispech it and Customers Account manage like goods dispech date wise entry & Payment Received entry from customers in Dos Software & Payment Reminder to Party.Suppliers Account manage like Purchase Goods Entry date wise & Payment against purchase goods entry in Dos Software.Raw-Material Stock Maintain Like take Stock During the End of Month & how Much Material Need to During the Next month take it from Production Manger and enter whole Details In Excel Sheet & give to order. Job work Inward -Outward Entry, Stock-Market Portfolio Maintain ,Filling Important Papers In Proper File by instruction of CEO,Filling Order Form of Dispech Goods, Filling Dispech Bill Date & Serial Wise & Purchase Bill, Etc.

EDUCATION

Sadguru Home Science & Commerce (E.M) College

JUN 2011 - MARCH 2014

Bachelor of Commerce in Accounting & Computer Science

Suarashtra University (E.M)

JUN 2014- MAY 2016

Master of Commerce In Accounting Taxaiton

HOBBIES

Music, Reading, Travelling ,Make New Friend.