

Contact

**Address:**

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Languages

Hindi – Native

English – Good

Hobbies

* Writing
* Reading
* Photography
* Design

Summary

I’ve been working as lab instructor in an academic institution. On a part time basis, I work as freelance data entry operator. I also work on transcription projects.

Skill Highlights

|  |  |
| --- | --- |
| * Data Entry
* Transcription
* Review
 | * Editing
* Innovative
* Service-focused
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Experience

**Data Entry** - 01/2020 to Till Date

**Freelance**

**Lab Instructor** – 08/2017 to Till Date

**RRSIMT, Amethi**

**Site Engineer-** 08/2015 to 07/2017

**SCPL, Lucknow**

Education

Bachelor of Arts: **Hindi, English** - 2018

**Dr. Ram Manohar Lohia Avadh University, Ayodhya**

Certifications

Diploma in Civil Engineering

Shubham Srivastava