NEHA THAKUR

Computer Operator

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PERSONAL STATEMENT

Computer Operator with 4 years of experience in a district government office and a fruit growers' cooperative. NIELIT O Level certified, with English typing at 40 wpm, Hindi typing at 30 wpm in Unicode Mangal, and data-entry speed of about 9,000 key depressions per hour on MS Excel, e-Office and PFMS.

WORK EXPERIENCE

Computer Operator (contractual) · *Himshakti Manpower Solutions (deployed at a district office), Shimla* May 2023 – Present

- Create, scan and move files on the e-Office system for 3 branches, handling about 150 receipts and files a week.
- Enter beneficiary and payment data on PFMS and the state scheme portal for 2,800+ beneficiaries with zero rejected batches in the last year.
- Type letters, notices and office orders in Hindi and English and maintain the digital despatch register.
- Prepare monthly progress reports in Excel using pivot tables and VLOOKUP for the district review meeting.

Computer Operator · *Pahadi Apple Growers Cooperative Society Ltd, Theog* Apr 2021 – Apr 2023

- Recorded daily fruit collection and grading data for 1,100 member growers during the harvest season.
- Generated payment sheets and member statements in Excel and Tally, cutting payment-sheet errors reported by members by about 70%.
- Maintained backups, printers and the office network and handled email correspondence with buyers.

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EDUCATION

PGDCA in Computer Applications · *Devbhoomi Institute of Computer Studies, Shimla* 2020 – 2021
Grade: 74%

B.A. in Economics and Hindi · *Government Degree College, Theog, Theog* 2017 – 2020
Grade: 65%

SKILLS

Data entry (9,000 KDPH) · English typing 40 wpm · Hindi typing 30 wpm (Mangal, Inscript) · MS Excel (pivot tables, VLOOKUP) · MS Word · e-Office · PFMS data entry · Tally

CORE SKILLS

- Accuracy
- Record keeping
- Basic hardware troubleshooting
- Confidentiality
- Deadline management

CERTIFICATIONS

O Level (IT) · *NIELIT* Jan 2021

Course on Computer Concepts (CCC) · *NIELIT* Aug 2019

LANGUAGES

Hindi · Native · Pahari · Native · English · Professional