

ASHUTOSH MURAI

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Dhanshree Nagar, Pimpalgaon Road, Yavatmal

SUMMARY

I am a motivated and well-mannered graduate with a Master's in Computer Applications, bringing strong skills in data handling and office operations. I excel in using basic computer tools and have a keen interest in digital technologies. My commitment to accuracy and effective communication drives my dedication to quality work

EXPERIENCE

Intern

Contiguvenza Pvt. Ltd

03/2023 - 05/2023 Nagpur

A company providing advanced solutions in technology and data services

- Processed and validated over 5,000 data entries, achieving 98% accuracy and improving data entry efficiency by 20%.
- Streamlined file organization processes, reducing document retrieval time by 15%.
- Coordinated internal documentation for ensuring that all tasks met deadlines with 100% compliance.
- Enhanced communication within a 6-member team, ensuring smooth coordination and timely project completion.
- Contributed to workflow optimization by identifying bottlenecks and recommending solutions, resulting in a 10% increase in overall team productivity.

EDUCATION

BCA

CMCS College of Management and Computer Science

08/2019 - 05/2022 Yavatmal

MCA

G. H. Raison College of Engineering

08/2022 - 05/2024 Nagpur

STRENGTHS



Soft Skills

Possessing strong critical thinking and team collaboration skills with professional manners



Work Ethic

Excellent time management and discipline in work ethic

SKILLS

Microsoft Office

Microsoft Excel

Google Workspace

Gmail

TRAINING / COURSES

Google Digital Skills for Work

Excel – Beginner to Advanced (Coursera),
Fundamentals of Computer Operations (Online)

INTERESTS



Digital Technology Interest

Enthusiastic about working with digital tools and learning new technology

LANGUAGE

Hindi

Native ●●●●●

English

Proficient ●●●●●