

TASLIMUDDIN

COMPUTER OPERATOR

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Office Work



+ SKILLS

Phone etiquette

Managing multi-line phone systems

Visitor logs, appointments, and correspondence

Front desk security and cleanliness

Time management and multitasking

Work under pressure and independently

Microsoft Word, Excel, PowerPoint, Outlook

Internet browsing, email handling, hardware troubleshooting

- ❖ Excellent verbal and written communication
- ❖ Customer service orientation
- ❖ Front desk operations
- ❖ Multiline phone system handling
- ❖ Appointment scheduling and calendar management
- ❖ Professional greeting and guest handling
- ❖ Microsoft Office Suite (Word, Excel, Outlook)
- ❖ Data entry and record keeping
- ❖ Time management and multitasking
- ❖ Conflict resolution and problem-solving
- ❖ Attention to detail

+ ABOUT ME

A motivated and detail-oriented individual with a diploma in Computer Applications and Business Accounting. Experienced in handling administrative tasks, data entry, and customer service. Strong skills in MS Office, communication, and time management. Looking to contribute to a professional work environment where I can support day-to-day office operations and grow within the organization.

+ WORK EXPERIENCE

- TS Build Tech LTD PVT AUG 2022- JUN 2025
New Delhi, India

COMPUTER OPERATOR

- Operate and monitor computer systems and related equipment efficiently.
- Enter, update, and maintain data accurately in databases and spreadsheets.
- Prepare and print documents, reports, and presentations as required.
- Troubleshoot basic hardware and software issues.
- Maintain backup of important files and data.
- Ensure smooth functioning of office computer systems.
- Manage email communication and file transfers.
- Assist in preparing official letters, memos, and records.
- Perform regular system updates and maintenance.
- Maintain confidentiality of company data and information.

+ EDUCATION

- Jamia Millia, Delhi
New Delhi, India
B.A HONOURS
- West Bengal Madrasa Board of Education

H.S (12TH)

- Polite, confident, and professional phone etiquette.
- Ability to manage multi-line phone systems.

- ❖ Filing and document organization
- ❖ Maintaining a clean and welcoming reception area
- ❖ Basic administrative and clerical support
- ❖ • Team collaboration and coordination

+ LANGUAGES

English

Urdu

Hindi

Bengali

Arabic

+ HOBBIES

- Reading self-development and communication books
- Organizing and decorating spaces
- Volunteering for community events
- Practicing mindfulness and meditation
- Learning new languages or phrases
- Exploring customer service trends
- Listening to motivational podcasts
- Engaging in creative writing or journaling

+ PERSONAL DETAILS

Date of birth:
11/05/2001

Nationality:
Indian

Visa status:
Approved

Marital status:
Single

- Efficient in handling visitor logs, appointments, and correspondence.
- Skilled in maintaining front desk security and cleanliness.

- Time management and multitasking abilities.
- Ability to work under pressure and independently.

+ COURSES

• DIPLOMA IN COMPUTER APPLICATIONS (DCA)

Summary:

A foundational computer course designed to build skills in essential software applications and office tools. This course prepares individuals for general office work, data entry, and administrative roles.

Key Topics Covered:

MS Office (Word, Excel, PowerPoint, Outlook)
Internet & Email usage
Basics of Accounting Software (Tally or similar)
Operating System (Windows)
Basic computer hardware knowledge

Typing skills (English/Hindi/Urdu and Bengali)

Skills Gained:

- Document creation and formatting
- Spreadsheet management and calculations
- Data entry and report generation
- File and folder organization
- Email drafting and communication

• CERTIFICATE IN BUSINESS ACCOUNTING & MULTILINGUAL DTP

Summary:

DTP focuses on graphic design and document publishing. It is used in fields like printing, advertisement, and office work where design and layout skills are needed.

Key Topics Covered:

Adobe PageMaker / InDesign
CorelDraw
Adobe Photoshop
Designing brochures, flyers, ID cards, business cards
Typography and layout techniques

Skills Gained:

- Page layout and design
- Image editing and formatting
- Print-ready document creation
- Basic understanding of color theory and visual presentation