



Pinki Negi

Wordpress Developer

My Contact

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 J-400 Mangolpuri
New Delhi -110083

 techpinki.site

Hard Skill

- **Wordpress**
- **Elementor Page Builder**
- **Canva for Designing**

Typing speed

- Formulas, Pivot Tables, Sorting, Charting
- Data simulations, Data validation
- Charts and graphs creation
- Managing large datasets with functions:

Soft Skill

- Communication Skills
- Time management.
- Accuracy And Attention To Detail
- Teamwork

Education Background

Schooling

Primary Schooling
From M.C.D Primary School

Secondry

10th Passed From Sarvodaya Vidyalaya
CBSE Board

Completed in 2018

12th Passed From Sarvodaya Vidyalaya
CBSE Board

Completed in 2020

Graduation

Completed From Shri Guru Gobind
Singh College Of Commerce, **Delhi**
Univesity Completed 2023

Career objective

To Work In Challenging Environment With Honesty and Dedication Mixed With Hard Work In a Team To Help The Company Achieve and Growth And If You Give A Chance I will Work To The Best Satisfaction Of My Senior

Professional Experience

Data Entry Operator

Trade Fundamental Pvt. Ltd.

1 Year Experience, From 2023 till Present

Key responsibilities:

Trade Fundamental Pvt. Ltd. Is a B2B company where products are listed for clients where I worked On different categories of products. Ex- Vegetable, Spices, Cloths Medicine etc

Entering customer Details And data from Catlog documents within time limits With Accuracy

Compiling, verifying accuracy and sorting information to prepare source data for computer entry.

Data Entry

Trade India

1 Year Experience, From 2022

Key responsibilities:

TradeIndia is an online B2B portal for small businesses based in India and around the globe. Where products are listed for clients where I worked On different categories of products.

Personal Information

Father's Name : Mr. Satye Singh Negi

Date Of Birth : 13/09/2002

Gender : Female

Marital Status : Unmarried

Religion : Hindu

Language Known : Hindi & English

Nationality : Indian