

# CV

Dhananjay

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Bhopal, India

## **1. Experience, Background info:**

- Administrative Support At Home
- Working as a web researcher for UK and US based clients
- Data Entry & Web research
- Photo editing/designing/layout/restoring/retouching using Photoshop, Coral Draw and other basic software
- Data research/compilation/submission in excel file
- Writing reports and compiling web research in word/excel format for various clients (US based)
- Video editing/creation using Sony Vegas and Ulead Video Studio (11 plus year experience)
- Audio editing using a number of distinct software (8 Plus year experience)
- Transcription of audio file to text, general nature (Non-medical)
- Data conversion from one format to another
- Data entry jobs and sending of emails for a few US and UK clients
- Translation from/to English, Hindi along-with proofreading
- Posting comments on blogs/forums/websites related to the topics/posts
- Uploading of different types of files on Google base and other different sites
- Designing of basic website layout

## **2. Projects done on Part Time basis (Work at home):**

- Worked on Data Mining/Email extraction/compilation of data on various topics /subjects such as Real Estate agents, Classic car restoration services, Off-road driving courses practitioners, Badminton/Water rafting/Kayoiing/ Sailing /Parasailing lessons/teachers/courses to name a few in UK/USA/Canada/SA/Australia and New Zealand
- Worked as a Virtual Assistant to a US based founder of Emergent Group in USA

## CV

- Worked as Sales Data Co-ordinator and web researcher for a US client
- Translated a large number of Wikipedia pages from English to Hindi
- Worked as researcher for a Canada based clients
- Worked as a fact checker and media report compiler with a US based firm
- Working as VA to US based RE agent for BPO (broker price opinion) services, preparation of appraisal reports of properties in Win Total

### **3. Further:**

- Equivalent Degree in Electrical Engineering
- Ex-Air Force Combatant

### **4. Skills:**

- Microsoft Word, Excel and Power Point
- Photo editing/designing/layout/restoring/retouching
- Web Research (Highest Skill Level)
- Data Entry on various type of forms
- Video/Audio editing/creation
- Conversion of file from one format to another such as PDF to Word/Excel etc.

### **5. Interests:**

Internet surfing, reading, writing and finishing the job in hand asap.

### **6. Additional Info:**

- Having a broadband connection (4 MbPS) at home with a dual screen high end desktop and laptop
- Have verified Paypal a/c
- Skype ID: dhnnjay

If selected for the job, you would be more than happy on your decision. This is my assurance to you.