

LAXMAN JAGWANI

Hindi Transcription | Hindi Typing | Data Entry

laxmanjagwani6@gmail.com | Ambarnath, Maharashtra | Phone: [Your Phone Number]

CAREER OBJECTIVE

Motivated and detail-oriented individual seeking an entry-level Hindi Transcription opportunity. Good knowledge of Hindi reading, writing and typing, along with basic computer skills. A quick learner with strong attention to detail, committed to accuracy, quality and meeting deadlines. Available for full-time work.

CORE SKILLS

- Hindi transcription and typing
- Listening and comprehension
- Proofreading and error checking
- MS Word and Google Docs
- Email and Internet
- Attention to detail
- Hindi reading and writing
- Hindi grammar and punctuation
- Audio-to-text transcription
- Basic Excel and computer operations
- Document formatting
- Time management

PROFESSIONAL EXPERIENCE

Assistant Sales Manager — Shiv Shubham Jewellers | 2005–2016

- Handled customers and supported sales activities.
- Maintained professionalism, communication and accuracy in daily work.
- Managed responsibilities effectively and worked toward targets.

Store Manager — JMD Mobiles & Accessories

- Managed daily store operations and customer requirements.
- Handled basic computer and accounting-related work.
- Maintained product information and records.
- Created pamphlets and visiting cards using computer-based tools.

EDUCATION

Higher Secondary Certificate (HSC)

C.H. College

LANGUAGES

Hindi: Excellent — Read, Write & Speak **English:** Good — Read, Write & Speak **Marathi:** Good — Read, Write & Speak

COMPUTER SKILLS

MS Word • Google Docs • Basic Excel • Email & Internet • Basic Accounting • Document Creation & Formatting • Pamphlet & Visiting-Card Designing

ADDITIONAL INFORMATION

Job Preference: Full-Time **Transcription Experience:** Entry Level / Fresher **Availability:** Immediate / Full-Time

DECLARATION

I hereby declare that the information provided above is true and correct to the best of my knowledge.

Laxman Jagwani