

Yashwant

House No. Vill-Murtazabad PO-Hassanpur,
Teh-Hodal, Distt-Palwal, Haryana
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OBJECTIVE

To have a challenging job in a reputed organization, learn and gain knowledge and grow with the organization.

WORK EXPERIENCE**March 2015 to February 2017**

Worked with C.A Pawan Sehrawat as a assistant.
Mahipalpur New Delhi

- Making Bills and Maintain Excel sheet.
- Audit absence in C.A.

Feb 2017 to April 2018

Work in Aries corporate Services Pvt. Ltd.,
Gurgaon
Office Executive HR

- Maintain Salary Sheet.
- Making attendance sheet.
- Filling ESI and PF Forms of company employees.
- Making files and documentation in proper way.

April 2018 to May 2019

Worked with Laxmi Engg. Pvt. Ltd. (New Delhi)
Office Assistant

- Documentation of Company papers.
- Making attendance sheet and salary sheet.
- Mailing Bills and Attendance sheet clients.
- Managing the accommendation of company staff.

ACHIEVEMENTS

Benchmarked and consistently maintained the highest productivities, across the product range form date of Joining till date.

PERSONAL PROFILE

- Knowledgeable and experience in client relations, making high value sales. Possess good knowledge about the in industry.
- Well-organized and highly efficient workings in a multi-tasking dynamic environment ability to plan, organize, and supervise the work of others.

PROFESSIONAL QUALIFICATION

- B.S.C PURSUING From (M.D.U) Rohtak.

ACADEMIC QUALIFICATION

- 12TH Passed From (H.B.S.E)
- 10TH Passed From (H.B.S.E)

COMPUTER LITERACY

- MS Office (Word, Excel, Power-point), Internet Applications.

PERSONAL INFORMATION

Father's Name	:	Sh. Seeta Ram
Date of Birth	:	03/09/1998
Gender	:	Male
Marital Status	:	Single
Nationality	:	Indian
Contact Number	:	9871725587

INTERESTS AND HOBBIES

- Travelling, Acting, Listening to Music and outing with friends.
- Meeting with new peoples and love to know about them & their culture.

LANGUAGE PROFICIENCY

English (Reading, Writing and Speaking).
Hindi (Reading, Writing and Speaking).
Haryanvi (Reading & Speaking).

DATE:

PLACE:

SIG: (Yashwant)