

NAVIN BARKODIA

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Phone No: +91-9266108537

Present Address: -

***Shankar Colony, WardNo-15,
Mahender Garh,Haryana-123029***

OBJECTIVE:

To view each opportunity as a learning experience and to work for the organization with a great pride in the profession where my talents are encouraged and my knowledge is exchanged.

ACADEMIC QUALIFICATION:

S.NO	COURSE	INSTITUTION	BOARD/ UNIVERSITY	YEAR OF PASSING	%Age
1.	X	Happy Ever Green Sr. Sec. School,MahendarGarh	H.B.S.E	2000	65%
2.	XII	YaduvanshiShikshaNiketan, MahendarGarh	C.B.S.E	2003	61%
3.	DIPLOMA. (Electronics & Communication)	B.K.N. Govt. Polytechnic, Narnaul	H.S.B.T.E	2011	60%

TECHNICAL SKILLS:

- Strong Knowledge of Word,Excel, Power Point
- Net Surfing

JOB PROFILE:

- Worked in A2Z Maintenance & Engineering Services Ltd. (On Vendor Role) as a Projects Coordinator from 01/01/2012 to 30/06/2014.
- Worked in Adacell technologies Pvt. Ltd. Gurgaon as Central Coordinator from 01/07/2014 to 15/09/2015
- Worked in E2E Telelink India Pvt. Ltd. From 01/10/2015 to 15/03/2020

- Worked as a English Language Instructor in Native Speak English Language Institute and Personality Development Program from 02/02/2022 to 31/03/2023
- Working in Sarswati & Associate Real Estate from 01/04/2023 to 14/07/2024.
- Currently working in True Asset Consultancy from 17/07/2024 to till date.

WORK RESPONSIBILITIES:

- All type of HR Work like Offer Letter, Appointment Letter, Payroll Process collecting all type of data of manpower from the field.
- Preparing DPR by taking daily work reports from the field & maintaining it on company record.
- Doing all types of Commercial work of a company like Invoicing on SPMS System up to signoff.
- Issuing W.O. to the company vendor, maintaining their invoice summary etc. work.

EXTRA CURRICULAR ACTIVITIES:

- Organized and participated in various cultural programs.
- Member of the School and College Cricket teams.
- Participated in Distt. Cricket Tournament in U-16 Team
- Have volunteered many public and school events as a Scout.

INTERPERSONAL SKILLS:

- Have quick learning capabilities.
- Possess teamwork and leadership qualities.
- Self confident and deterministic.
- Have good verbal and written communication skills.

PERSONAL PROFILE:

Name : NavinBarkodia
 Father's Name : Banwari Lal Barkodia
 Date of Birth : 10-09-1984

Sex : Male
Nationality : Indian
Languages Known : English, Hindi
Hobbies : Reading Books, listening to music.
Permanent Add. : Shankar Colony, Ward No. 15, MahenderGarh, Haryana-123029

DECLARATION:

I hereby declare that the information furnished above is true to the best of my knowledge.

Date :

Place : (NAVIN BARKODIA)