

Resume

Dhanesh Yadav

Address: B-115, Inder Enclave Phase-2, Kirari Suleman Nagar, Nangloi-110086

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Email: iamdhanesh2003@gmail.com

Nationality: Indian

DOB: January 19, 2003

Professional Summary:

I am seeking a reputable company that values my skills and is committed to leveraging them to their fullest potential, fostering mutual growth for both the organization and my career within the profession.

Work Experience:

SKVC Consulting- Compliance Executive

January 2023 – Present

- EPF & ESIC code registration of Employer
- License under the CLRA Act 1970
- Registration under the Shop & Establishment Act, 1958
- LWF Registration & return submission
- Annual Return submission
- ESIC Number & UAN Registration
- Salary Data feed in Paykeeper
- EPF & ESIC Challan Generation
- Joining & leaving procedures
- Registered Maintained

CEAT Limited - Kolkata DC- Computer Operator

January 2021 – November 2022

- Maintained daily labor attendance and payroll records.
- Generated invoices and E-way bills using SAP software.

LD Silk Mills- Sales Executive

February 2020 – December 2021

- Worked as a counter sales executive, providing excellent customer service.

Education:

- 10th Grade – BSEB Board
- 12th Grade – BSEB Board
- Bachelor's Degree (Second Year) – Currently enrolled at LNMU University

Skills:

Compliance Management: ★★★★★

Computer Skills: ★★★★★

MS Office: ★★★★★

Excel: ★★★★★

Languages:

Hindi

English

Maithili

Dhanesh Yadav