

## CURRICULUM VITAE

### **Address:**

House no-266 Gali no-1, Gopalpur village, Delhi-110009

Mobile-9718862820,9811090539

Email [jd-jaisrajyadav74@gmail.com](mailto:jd-jaisrajyadav74@gmail.com)

## **Jais Raj Yadav**

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### **Objective**

- ☀ To pursue a challenging career in a quality environment where name knowledge can be utilized, shared and enriched for achieving the goal and objective of the Organization for mutual benefit.

### **Educational Qualification**

- ☀ Diploma in printing technology passed from Pusa Institute of technology in 2022.
- ☀ BSC (Bachelor of Science) passed from IGNOU in 2020
- ☀ 12<sup>th</sup> passed from CBSE in 2016
- ☀ 10<sup>th</sup> passed from CBSE in 2014

### **Computer Skills**

- ☀ MS-Office (MS-Word, Excel, Power-Point), Paint, (good knowledge of formatting in Ms-word).
- ☀ SAP & Internet Surfing
- ☀ Diploma in advance financial accounting (Tally, Busy)

### **Typing Knowledge**

- ☀ English & Hindi

### **Experience**

1. Working with Vikas Publishing Pvt Ltd. Sahibabad, UP- INDIA as Production Executive (Customer Support) from 1Aug 2022 to Till Now.

### **Job Profile**

- ☀ Complete command to Calculate Costing of Books.
- ☀ Creating of Bom, Routing & Production in SAP Software.
- ☀ Co-ordination with All Departments like Pre-Press, Printing, Binding & Logistics.
- ☀ Maintaining office records on computer for better management.
- ☀ Responsible to dispatch the books on Time.
- ☀ To satisfy the customer on deadline Printing jobs.

- ✿ Maintaining Paper Record (Party wise) as Customer Satisfaction is our Motive!
- ✿ After receiving the file (Job) giving to Pre-Press for Ferros & Plate making
- ✿ Maintain Job Status Report on Daily Basis.

## **2. Training with SELINA PUBLISHERS PVT. LTD, Noida 1 Sep 2021 to 8 Oct 2021.**

### **Job Profile**

- ✿ Making Challan for printing job.
- ✿ Maintaining office records on computer for better management.
- ✿ Overall office Management, Knowledge of Microsoft Office.
- ✿ Preparation & upkeep of office files.
- ✿ Scanning & Printing job works and Operating Photocopier.
- ✿ Upkeep and management of office stationery.

### **Salary Expected**

Negotiable

### **Personal Detail: -**

<b>Father's Name</b>	:	Om Prakash Yadav
<b>Date of Birth</b>	:	7 <sup>th</sup> May 1998
<b>Marital Status</b>	:	Married
<b>Languages Known</b>	:	English & Hindi
<b>Hobbies</b>	:	Travelling Cooking and Exercising.

### **Declaration**

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

Date: 04/04/2024  
Place: Delhi

**(Jais Raj Yadav)**