**Name: Vishal Yadav**

**Address : HNo.- 513, Village:-Shikohpur, Sector - 78, Distt.-Gurgaon, Haryana - 122004**

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**DOB- 29/07/1995**

**DOB**

CURRICULUM VITAE



**CAREER OBJECTIVE**

To obtain challenging and responsible position in an organization where in I can contribute to the successful growth of an organization using my abilities and knowledge. "There is always a better way of doing things" is the common belief.

# ACADEMIC QUALIFICATION

* B.Tech in Civil: MDU, Rohtak- 2017
* Sr. Secondary (12th): CBSE.2013
* Secondary (10th): CBSE.2011

# Work Experience:

* Worked at **Umang Winter Hills sec.-77**, Gurgaon under the Contractor named M/s POOJA MINING & MARBLES (P) LTD. as a **Tower In-charge**. 2017
  + Supervision of the labour
  + Responsibility for 15floor tower.
* Worked in **Jindal X Pvt. Ltd., sector-32**, Gurgaon as a **Customer Care Executive**. Since July 2018 –Nov 2019
  + Associate for CS & Floor support: - management of RTM, Escalation over email, supervisor calls, preparing attendance sheet on daily basis.
  + Maintaining data for R&R of associate.
  + Promoted as SME:- managed team of 15 employee, coordination ,assigning schedules , maintaining SLA(Service Level Agreement).
* Worked in **AuthBridge Research Services Pvt. Ltd., Sector-18** , Gurgaon as an Associate in Employment verification department. Since January 2020 - May 2020.

# Strength:

Risk Taking Capabilities, Sincere, Good Communication Skills, Diligent Assertive & adventurous.

# Technical Profile:

* Knowledge about MS-Office

# Declaration:

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

# Vishal Yadav