

CURRICULUM VITAE

Sonu Kumar Yadav

House No – 1883/P,
Bhupender Bhawan , Sector-4
Rewari ,123401.

Email ID – sonukumar371993@gmail.com
Mob - 8448638045

Objective:

Over Two years experience successfully performing a number of data entry and clerical tasks. A proven track record of efficiency and accuracy in managing multiple functions, solving problems, maintaining confidentiality and producing quality work.

Work Experience

3) Organisation : Vcs Quality Services Pvt. Ltd.
Client :Indraprastha Gas Ltd (Project)
Designation : D.E.O.
Duration : March 2019 to till date.

Work responsibilities

- * Being the first point of contact for data-related queries.
- * Dealing with Customer and clients via email and telephone.
- * Manual entering and verification of customer records and orders.
- * Assisting with investigation and rectification of system errors.
- * Data input and manipulation in SAP, CRM, Excel spread sheets And Access database
- * Ensuring the safety and security of the company's data systems.
- * Ensuring all the information on the system is accurate and up-to-date.

2) Organisation : Likhitha Infrastructure Pvt. Ltd.
Client :Indraprastha Gas Ltd (O&M)
Designation : Data Entry Operator
Duration : June 2018 to Feb 2019.

1) Organisation : Khurana Engineering Pvt. Ltd.
Client :Indraprastha Gas Ltd (O&M)
Designation : Data Entry Operator
Duration : December 2016 to May 2018

Work responsibilities

- * Being the first point of contact for data-related queries.
- * Dealing with Customer and clients via email and telephone.
- * Manual entering and verification of customer records and orders.
- * Assisting with investigation and rectification of system errors.
- * Data input and manipulation in SAP, CRM, Excel spread sheets And Access database
- * Ensuring the safety and security of the company's data systems.
- * Ensuring all the information on the system is accurate and up-to-date.

Educational Qualification:

Educational Qualification	University/Board	Year	Marks
Graduation	J.P. University	2014	63.75%
Senior Secondary	BSEB , PATNA	2011	58.6%
Secondary	BSEB , PATNA	2009	56.8%

Skills

- knowledge in SAP & CRM software.
- Perseverant and patient when dealing with repetitive tasks
- Collaboration
- Strong Work Ethic
- Time Management
- Self-Confidence
- Exceptional knowledge of performing complex data entry functions

Hobbies:

- Internet Surfing
- Reading Books
- Solving math and reasoning question

- Watching Movie

Personal Information:

- Date of Birth :03-07-1993
- Nationality : Indian
- Father's Name : Mr. Anand Yadav
- Languages Known : English, Hindi

Permanent Address

Vill- Bhopta Pur

P.O.- Belathari

P.S. – Kuchaikote

Dist. – GopalGanj

State – Bihar , Pin Code - 841503

Declaration:

I hereby declare that all the above statement made by me is true and correct from the best of my knowledge and belief, I understand I shall be disqualified if any of them found incorrect.

DATE: _____

PLACE: New Delhi

(Sonu Kumar Yadav)