



Surendra KumarYadav

R-26 Meenakshi Garden,

Subhash Nagar New Delhi.

110027



getsurendra1992@gmail.com



9264993226

CAREER OBJECTIVE

To work hard with full determination and dedication in order to achieve organizational as well as personal goals.

Education

- Bachelor of Commerce (B.com) form M.G.K.V.P. Varanasi UP
- 12th in 2010 (UP Board).
- 10th in 2008 (UP Board).

Professional Experience

Work Experience: 2 Years

Company name & address: Raising Web Solutions (1Year) Noida and Alex Tour and Travels (1Year) Janakpuri.

JOB PROFILE

Data Entry Operator

TECHNICAL SKILLS

- Visa Verification Process
- Good keyboard skills
- Data Entry
- Data Mining
- M.S. office
- Good Communication Skill
- Email Marketing

Strength

- Self-Confident, dedicated and adaptive person.
- Always ready for challenges.
- Hardworking
- Co-operative nature.

Languages

- Hindi
- English

Personal Details

Father's Name:	Mr. Baleshwar Yadav	Marital Status:	Single
Birthday:	1 st Sep 1992	Nationality:	Indian
Gender:	Male		

Declaration

I, Surendra KumarYadav, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Surendra KumarYadav

Subash Nagar, New Delhi