

## RESUME

**VIKAS MISHRA**

### **ADDRESS**

**SADARPUR COLONY**

**SEC -45 NOIDA, 201301**

**Mobile. 9716880747**

**E-MAIL ID: [vikash.mishra789@gmail.com](mailto:vikash.mishra789@gmail.com)**

### **CAREER OBJECTIVE:**

A well-known position in an established organization with the potential for advancement into managerial responsibilities on the basis of 3 C's – Creativity, Confidence and Commitment with constant up-gradation of knowledge and skills.

To do challenging acts so that if I look back to my work, I can say- "I did it

### **ACADEMIC QUALIFICATION**

- B.com completed from Delhi Open University, DELHI
- 12<sup>th</sup> passed from U.P. Board.
- 10<sup>th</sup> passed from U.P. Board.

### **COMPUTER KNOWLEDGE**

- Excellent in basic use of computer.
- Proficient in working on MS office.
- Six month Tally course.

### **WORK EXPERIENCE**

#### **1. Iservice Pvt Ltd, Noida**

**Roll:** Working since July 2016 As QC Operator.

#### **2. Fastlink Pvt Ltd, Noida.**

**1. Roll:** 2 year experience in Finance Process as QC Operator.

- Manage the Data of Agile in Excel format.

#### **2. SKILL SETS**

- Good written and verbal communication skills.  
Team Building and team player.
- Positive attitude & Committed towards work.

- In depth knowledge of mathematical calculation.
- Problem solving skill.
- Keen observer.

**HOBBIES**

- Reading books.
- Traveling.

**PERSONAL DETAIL :**

Name	Vikas Mishra
Father's Name	B.P Mishra
Sex	Male
Date of Birth	02/06/1995
Nationality	Indian
Language	Hindi, English
Marital status	Unmarried

**DECLARATION :**

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

**VIKAS MISHRA**