

# **MADHU YADAV**

**Tel: 9015512242 E-mails. Yadavmadhu1996@gmail.com**

## **OBJECTIVE**

- ✓ To evolve into a hardworking and sincere profession, contributing to the success of your organization and at the same time enhance my knowledge and develop my communication, managerial and interpersonal skills.

## **QUALIFICATION**

- ✓ **2014-2017:** Ignou Delhi, **Bachelor of Science** , INDIA.
- ✓ **2012-2013:** C.B.S.E., **Senior Secondary**, INDIA.
- ✓ **2010-2011:** C.B.S.E., **Higher Secondary**, INDIA.

## **WORK EXPERIENCE**

- ✓ **Experience :** Total 3 year
- ✓ Worked as a Sr. Data entry operator with Adarsh vidya mandir senior secondary school from January 2016 to June 2018 . My working includes entering the given data in specified format with full accuracy.
  - My profile is making results of students and other official works.
  - Teachers Monthly attendance and other working entry in computers.
  - Making salary slips of workers in school.
- ✓ Six month experience (From august 2015 to January 2016) as a computer operator cum data entry operator with Sophia international hr. sec. school.
  - My profile includes doing the typing related works as well as compiling the daily call reports (DCR) of sales person and sending it to the superior person.

## **ADDITIONAL QUALIFICATION**

- ✓ Basic computer course (April 2014- July 2014) from state council for vocational training.
- ✓ Desktop publishing computer course (July 2014-oct.2014) from state council for vocational training.
- ✓ Six month certificate course of data entry operator from vivek vihar ITI

## **COMPUTER & TECHNICAL SKILLS**

- ✓ Operating systems – WINDOWS- XP, VISTA, 7,8,10.
- ✓ SOFTWARE – MS OFFICE, MS Excel, Internet.

## **LANGUAGE KNOWN**

- ✓ ENGLISH
- ✓ HINDI

## **PERSONAL INFORMATION**

Name	: Madhu yadav
Address	: H.No. b2 j block street no 2 kartar nagar delhi 110053
Date of Birth	: 24 <sup>th</sup> august 1996
Mother's Name	: Radhika devi
Father's Name	: Ghanshyam yadav
Nationality	: INDIAN
Hobbies	: Listening music, Reading books.

## **DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge and I am also confident of my ability to work in a team.

Place: Delhi.

Date:

MADHU YADAV