

## Curriculum Vitae

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Manish Yadav

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### **Objective**

Looking forward to work in a challenging, interactive and learning environment where I can contribute effectively and productivity and help the company to grow so that I too grow with the company and take it from strength to strength.

### **Education and Qualification**

- B.Com from Delhi University(2011)
- 12<sup>th</sup> Standard from C.B.S.E(2007)
- 10<sup>th</sup> Standard from C.B.S.E(2004)

### **Technical Qualification**

- Diploma in advance software engineering from DICS (2yr Diploma)
- Good knowledge of MS Office
- Computerized Accounting (Tally Certificated)
- Having Typing Speed of 35 wpm in English
- Good internet skill

### **Professional Experience**

Job Title	Nature of Work	Employer Detail	Duration
1. Data Entry Operator (on contractual basis) In Ministry of Finance(Department of Economic Affairs)	Typing assistance, preparing graphs, charts, analytical papers and databse of Macro Unit for Economic Survey 2010-11 and Mid Year Analysis. Attending all official calls, Documentation, Letter drafting and sending, drafting all official work assigned by superiors.	F-34, 1 <sup>st</sup> Floor D.B. Gupta Market, Karol Bagh, New Delhi-110005	Nov, 2009 to Jan, 2012

2. Data Entry Operator(on Contractual basis) in Ministry of Social Justice & Empowerment (Department of Empowerment of Persons with Disabilities (Divyangjan))	Dealing & submitting of files for release of funds to various authorities, preparation of sanction orders/bills and interaction with P&A Office. Settlement of Audit Objections as well as preparing Notes and drafts, Compiling and handling of data through Excel/ Access programmes, preparing and handling of Presentations through MS Power Point programmes.	National Institute for the Empowerment of Persons with Visual Disabilities (Divyangjan), Dehradun,	September, 2012 to 30 <sup>th</sup> September, 2017.
		Alankit Pvt. Ltd.	October, 2017 to 31 <sup>st</sup> January, 2018.

### **Strengths:**

- Ability to perform task within the given time frame.
- Punctual and dedicated to the organization
- Positive attitude

### **Personal Profile**

- Name : Manish Yadav
- Father's Name : Sh. Pritam Singh
- Date of Birth : 11<sup>th</sup> Jan,1989
- Gender : Male
- Marital Status : Married
- Language known : Hindi& English
- Nationality : Indian

Place: New Delhi

(Manish Yadav)