Rahul Yadav

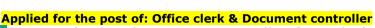
Mobile: 00 919696827352 E-mail: vivek.assi@gmail.com

Passport no.-K3427333 Nationality :Indian

Skills

- **Document** management
- **Secretarial tasks**
- **Archiving**
- **MS OFFICE**
- OUTLOOKS
- SAP R3
- SOFTWARE

Office IT skills



unilever Ltd" and handle all aspects of docum



EXPERIENCE

HIMALAYA DRUG COMPANYVARANASI January-2013 May-2015 OFFICE CLERK

Schedule meetings and office activities and book catering appropriately.

Maintain supply closet and re-stock offices as necessary including inventory and ordering office materials.

Prepare payroll checks cross-checking check details against payroll printout.

Recorded receivables and prepared billings for mailing. Sorted and distributed incoming mail.

Arranged for management travel accommodations including hotel and flight bookings and preferred car service.

Greeted clients in office and over multi-line phone system promptly and courteously.

Delivered inter-office messages to staff and management via email and in person.

Took dictation and transcribed for business correspondence

HINDUSTAN UNILEVER LTD DELHI June-2015 Currently

Document Controller

Experience in document control, document imaging, document archiving, and maintenance of electronic and physical documents

Excellent command over written and verbal English Skilled in reviewing and preparing statistics and reports Ability to interact and coordinate with internal and external business partners

Proficient with FTP clients, SharePoint, ISO, MS Office. and FileNet

Strong interpersonal, analytical, and teamwork skills Maintaining a tracking facility to enable documents to be updated easily.

Scanning in all relevant new documents. Checking dispatch documents are accurate.

Presentation and filing of documents and drawings.

Responsible for maintaining hard copy information. Issuing and distributing controlled copies of information.

Managing and maintaining a Meridian Document Control System.

Provide advice on procedures of issue and methods in accessing the system.

Ensuring all documents are as up to date as possible within



Educational Qualification

MAHATMA GANDHI KASHI VIDYAPEETH VARANASI 2013 Bachelor arts HINDI

NET XPERT VARANASI 2010 COMPUTER HARDWARE&NETWORKING.

Technical Knowledge

Operating System:- All Windows Version(2000,XP,win 2007,2008,SAP).

♣ Office Package:- MS Office (MS Word, MS Excel, and MS PowerPoint.).

↓ Internet:- Best Knowledge of the Internet.

Assembling of the Computers.

♣ Any type of troubleshoots in outlook Mail.

PERSONAL DETAILS

Date of Birth : 02August, 1992

Marital Status : Unmarried

Nationality : Indian

Languages Known: English, Hindi

Passport Details : K3427333

Passport issue date: 21/06/2012

Passport expiry date: 20/06/2022

DECLARATION

I hereby declare that all the information provided here with is true to the best of my knowledge.

Date :-

(Rahul Yadav)

Place :-