

Resume

Ashish Kumar Yadav

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Carrier Objective:

I aspire to work as productive affiliate for an organization which provides ambience for my professional and personal growth.

Experience: 4 Year

- Currently working at **Digital Web Solutions Pvt. Ltd.** as Admin Executive since September 2016 to till now.

Work Profile in Digital Web Solutions:

- 1 – Vendor Management.
- 2 – Repair & maintenance.
- 3 – Stationary.
- 4 – House keeping.
- 5 – Purchasing.
- 6 - Party/Function Arrangement.
- 7 - Pantry.
- 8 - Petty cash.
- 9 - Hospitality.
- 10 - Network issue & solution.
- 11 - House keeping Attendance & salary.
- 12 - DG set Servicing & Deisel Stock.
- 13 - NSEZ related work.

- Worked as a **Administrative officer** at **Kashi Group of Institution, Varanasi** Since **2 year & 4 months**.

Work Profile in K.I.T:

- 1 – Vendor Management.
- 2 – Repair & maintenance.
- 3 – Stationary.
- 4 – House keeping.
- 5 – Purchasing.
- 6 - Party/Function Arrangement.
- 7 - Pantry.
- 8 - Horticulture.
- 9 - Transport.
- 10- Security.

- Attended 14 days of "**Entrepreneurship Development Programme**" at (R.G.S.C.), **B.H.U.**

Educational Qualification:

- Post Graduate in (English Lit.) from Kashi Vidyapith, Varanasi.
- Graduation from Purvanchal University, Jaunpur.
- Intermediate (Science) from U.P. Board, Allahabad.
- High School (Science) from U.P. Board, Allahabad.

Professional Qualification

- 2-years diploma in **Office Management & Business Communication** from **B.H.U.**

Training

- One year Certificate Course of "**A.D.C.A.**" from V.I.I.T., Mirzapur.
- Did Summer Vacation Training of one month from **Central Library** of Rajiv Gandhi South Campus, **B.H.U.**

Extra Curricular Activity:

- Won prize and certificate in **India Scout Guide** Competitions at College level by Superintendent of Police of Mirzapur.
- **Class Representative** of Office Management and Business Communication at (R.G.S.C.) **B.H.U.**
- Active Participation in various **Cultural Events** at **College Level**.

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- Listening to Music & Religious activities.

Personal Details:

Father's Name : Sri. Ramesh Chandra Yadav
Date of Birth : 30th Sep, 1986
Nationality : Indian
Gender : Male
Marital Status : Unmarried
Known Language : Hindi & English
Contact No. : 09616311415, 9717377761.
Permanent Add : Civil Lines Road, Bisunderpur, Mirzapur -231001,
U.P.

Declaration:

I hereby declare that the information furnished above is correct and complete to the best of my knowledge and belief.

Place : Noida

(Ashish Kumar Yadav)