

Resume

Yogender Yadav

H.NO- 70 Badli Delhi-110042

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CAREER OBJECTIVES:-

I want to participate in an organization where I can use my knowledge, energy, talent and conceptual ability to enrich the culture and company that hires me. My interest in to make people happy always by my work that will allow me to grow as well as, be useful in supporting the vision and profitability of your organization.

Professional Experience:

- 1year work experience in fortis hospital as a MT(medical translator)& typist
- 2 year work experience in junior model public school as computer operator

CURRENT WORK :-

Kaaizer Services Pvt Ltd From date of 1 June 2019 as Admission Executive

Job Description:-

- Handling admission application of students, follow ups with universities and colleges represented by Kaaizer.
- Create and enter online applications.
- Scan and upload application on university website and CRM.
- Correspond via phone and email with staff and counselors.
- Assisting and coordinating for admission forms with branches.
- Updated admissions requirement of universities and colleges.
- Check all applications against given checklist.
- Doing E-Visa on online portal.
- Making financial matrix.
- Creating HAP ID.
- Sending document requirement.

IT Skills:-

- Knowledge about MS Word, Ms Excel, MS Power Point & Paint.
- Good knowledge of Internet tools like email, web-browser.
- Typing with 35-40wpm

Qualification :-

- BA (2013-2015) from Delhi University
- JBT (2012-2013) from gwalior
- 1year Diploma course in Computer(2016-2017)
- 12th (Commerce-2011) from C.B.S.E
- 10th (2009) from C.B.S.E

PERSONAL DETAILS:

NAME: Yogender Yadav

FATHER'S NAME: - Mr. Ashok Yadav

PRESENT ADDRESS: House No-70 Village Badli New Delhi -110042

DATE OF BIRTH :- 07/04/1994

MARITAL STATUS:- SINGLE

NATIONALITY:- INDIAN

RELIGION:- HINDU

LANGUAGE PROFICIENCY:- HINDI & ENGLISH

INTERESTS & ACTIVITIES:-Listening music and Playing Cricket

Declaration:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date :

Place: New Delhi

Yogender Yadav