CURRICULUM VITAE

AJAY KASHYAP

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# Career Objective:

To work for a reputed organization where I can effectively and efficiently contribute my skills as software professional, possessing competent Technical Skills

# Academic Qualification:

|  |  |  |
| --- | --- | --- |
| **Course/Class** | **Board / University** | **Year of Passing** |
| **MBA(PURSUING)** | IGNOU | 2019 TILL |
| **B.COM** | DELHI UNIVERSITY | 2017 |
| DIPLOMA IN AUTO ELECTRICIAN | ( ITI) BORAD OF TECHNICAL EDUCATION | 2015 |
| XII | C.B.S.E | 2013 |
| X | C.B.S.E | 2011 |

**TECHNICAL**/ **PROFESSIONAL QUALIFICATIONS**

* Six month Course of Data Entry Operator from ITI, Pusa in 2015
* Four month course of Professional Service Advisor from National Technical Institute (NSDC), Delhi in 2017
* Basic computer
* Tally (ERP -9)
* MS EXEL
* MS WORD

**EXPERIENCE**

* CURRENTLY WORKING HR ADMIN NOW LAMBA AUTOMOTIVE IN MALVIYA NAGAR,(OCTOBER 2020 TO TILL NOW)

**Duties & Responsibilities**

* Recruitment/Induction/on boarding
* Welfare/Employee Relation/Employee Engagement
* Exit Formalities/Full and Final Settlement
* Joining, Formalities for new joiners.
* Vendor management process
* Monitoring overall operations across Housekeeping, Purchase, Courier, Transport, Stationery, and security.
* Identifying the various vendors for furniture, office supplies, computer stationary, and other Publicity items etc.
* ONE YEAR EXPERINCE HR EXECUTIVE GALAXY TOYOTA IN MOTI NAGAR, (APRIL 2019 TO JULY 2020)

**Duties & Responsibilities**

* Recruitment/Induction/on boarding
* Welfare/Employee Relation/Employee Engagement
* Exit Formalities/Full and Final Settlement
* Joining, Formalities for new joiners.
* TWO YEAR EXPERINCE LIV INDIA MANAGEMENT SERVICE ENGINEER IN MAYAPURI, (MARCH 2017 TO FEB 2019)

**Duties & Responsibilities**

* They have to plan the servicing work in advance so the output of the factory is not affected by the service work
* They have to work in teams and delegate work amongst them so the work can be conducted in a fast pace
* They have to make detailed reports on all the work that is done on each machine
* They have to ensure that any parts that need replacing are available in stock
* After sales service work part related problem solve.
* TWO YEAR EXPERINCE IN HLF,ASHOK LEYLAND AS A SERVICE TECHNICAIN ,( DEC 2015 TO JAN 2017)

**Duties & Responsibilities**

* Verifies vehicle serviceability by conducting test drives; adjusting controls and systems.like buses
* Complies with state vehicle requirements by testing engine, safety, and combustion control standards.
* Maintains vehicle appearance by cleaning, washing, and painting.
* Maintains vehicle records by recording service and repairs.
* Keeps shop equipment operating by following operating instructions; troubleshooting breakdowns; maintaining

# Personal Details:

**Date of Birth :** 05 MAY 1995

**Marital Status :** Single

**Father’s Name :** Mr. RAJESH KUMAR

**Nationality :** Indian

**Language :** English, Hindi

**Gender :** Male

# Declaration:

I consider myself familiar with TECHNICAL SKILL Information. I am also confident of my ability to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge.

Date: ……….

Place**: ………** (AJAY KASHYAP)