**RESUME**

**Nisha Yadav**

**VPO.-Nautana**

**Distt.- Mahendergarh (Haryana)**

**Mob: +91 8901220291**

**Mob :+91 9416980576**

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**Career Objectives**

Seeking a challenging and exciting career in the field to the best of my abilities and with complete dedication and perseverance. The main objectives of my life have always been sincerity. I also believe in building good and healthy relations with people.

**JOB PROFILE**

### Presently working with : Quick Customer Electronics Services Pvt. Ltd

### (Philips and Electrolux)

Designation :  **DSC Back Office**

Duration : **15 September 2015 to Present**

**JOB RESPONSIBILITY**

* Housekeeping Management
* Office Maintenance
* Making Purchase Order
* AMC’s
* Keeping All the Maintenance Reports/Records of the office
* Daily Reporting to the Supervisor and BSM (Branch Service Manager).
* Assisting Engineers in their official work.
* Maintaining attendance of all office employees.
* Maintaining all records of the employees.

**EDUCATIONAL QUALIFICATIONS**

* **B.Tech in ELECTRONICS AND COMMUNICATION ENG.**(Up to 8TH Semester ) with **78%**from **Rao Pahlad Singh Group Of Institutions Balana Mahendergarh(HR)M.D University, Rohtak(HR)**

**B.Tech SUMMER TRAINING**

* **Embedded System**

Duration -2 Months

* **H.C.L. INFOSIS**

Duration -4 Months

**Academic Qualification**

* 10th Passed from R.P.S.SR.SEC. School M.Garh Haryana (CBSE Board)
* 12th Passed from R.P.S.SR.SEC. School M.Garh Haryana (CBSE Board)

**Personal Profile**

Gender : Female

Date of Birth : 07 Spt. 1993

Father‘s Name : Shri Om Parkash Yadav

Nationality : Indian

Marital Status : Unmarried

Language Known : English & Hindi

**TECHNICAL SKILLS**

* Working knowledge of 8085 Micro Processor
* Efficiency in M.S office (word, excel, power point)
* Computer Networks
* Programming Languages: C,Core Java
* Working knowledge of CRM(Customer Relationship Management)

**Other Interest**

* Team player with an ability to grasp new things quickly
* Willingness to learn
* Self-motivated and Dedicated
* Responsible towards work And Target Oriented
* Can face challenges
* Positive attitude
* Good in building and maintaining relationship
* Passive Listener

**Date:**

**Place: Mahendergarh(HR) (Nisha Yadav)**