**Curriculum vitae**

**Sachin**

Geeta Nagar, Near Hydle Colony, Chandausi

Tehsil - Chandausi, District- Sambhal-244412 (U.P.)

Mob. No. – +91-9997955428

E-mail Id – [ksvy29@gmail.com](mailto:ksvy29@gmail.com)

**SUMMARY / OBJECTIVES / PROFILE**

To start my carrier by joining a well settled and highly professional company and grab good carrier advancement through large efforts and innovative work techniques.

**WORK EXPERIENCE**

**Personal Secretary to Pro-Chancellor**

Shri Venkateshwara University, Gajraula July 2019 to till date

**RESPONSIBILITIES:**

* Managing the meetings, appointments etc.
* Preparing of Minutes of Meetings, drafting of letters, daily reports etc.
* Conduction of events, managing accounts of Pro-Chancellor, arranging tours and travelling of Pro-Chancellor
* Managing emails, replies of emails, Screening of documents and managing official files
* Coordination with different departments
* Gathering of data/information as and when required

**Computer Operator**

Shri Venkateshwara University, Gajraula March 15, 2018 to June 2019

**RESPONSIBILITIES:**

* Maintain Filing, database system
* Operate Office equipment such as photocopiers
* Handling additional duties time to time
* Communicate with students and employees and respond quires or complaints
* Sort and Forward incoming mail and e-mails, and prepare and send outgoing mail.
* Updating paperwork, maintaining documents and word processing.
* Handling incoming calls and Other Communications.
* Gathering Statements, reports, personal details, documents

**Computer Operator**

Uttar Pradesh Power Corporation Limited (UPPCL) April 01, 2016 to October 30, 2017

**RESPONSIBILITIES:**

* Preparing Hindi & English Letter
* Compiling Filling on Excel and Word
* Separate data of full data Sheet
* Shorting hard copies of data in an organized manner to optimize retrieval
* Prepare meeting agenda and maintain meeting file
* Creating accurate spread Sheet
* Entering and updating information into relevant databases

**Assistant Manager**

P.G. Food Plaza February 25, 2014 to March 15, 2016

**RESPONSIBILITIES:**

* Arranging the Setup in the hall
* Arranging Party and need materials
* Maintain the day by day Raw material
* Maintain the salary of employees
* Preparing the Invoice of Customers

**Computer Operator**

Ashish Exports September 01, 2012 to January 31, 2014

**RESPONSIBILITIES:**

* Prepare the RTGS
* Checking the Documentation
* Prepare the Invoice of buyers
* Prepare the Sales Invoice of Customers
* Maintain the Stock Register, Sales Registers and Production List of Quantity
* Informing relevant parties regarding errors encountered

**ACADEMIC QUALIFICATION**

* High School from UP Board with Second Division.
* Intermediate from UP Board with Second Division.
* B.com from MJPR University with Second Division.
* M.com from MJPR University with Second Division.

**ADDITIONAL QUALIFICATION**

* Post Graduate Diploma in Computer Programming
* ITI (Data Entry Operator) from Ganpati ITI , Chandausi
* Coral Draw Certificate

**PROFESSIONAL SKILLS**

* Hindi & English Typing
* MS Word, MS Excel
* Best knowledge of Internet

**PERSONAL DETAILS**

Father's Name : Shri Ashok Kumar

Date of Birth : 29-07-1993

Nationality : Indian

Marital Status : Unmarried

Hobbies : Drawing, Reading Books & Playing Cricket

**LANGUAGES**

**Hindi**

Native Language

**English**

Advanced: Reading

Intermediate: Writing & Speaking

**REFERENCE**

* **Mr. Diwakar Yadav**,

Manager ( IDBI Bank),

MDA Coloney, Gajraula

Contanct No. 7719990123

* **Dr. Rajesh Singh**

Joint Registrar & Director ODL,

Shri Venkateshwara University

Contact No. 9759245750 Email ID- srajsingh77@gmail.com

**Declaration**

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

Date:-

Place: - **[SACHIN]**