

CURRICULUM VITAE

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Contact No.

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Permanent Address:

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Personal Data:

Name :

Monik Yadav

Father's Name:

Mr. Ramotar

Mother's Name:

Mrs. Geeta

Date of Birth:

20th Feb. 1995

Gender:

Male

Marital Status:

Unmarried

Nationality:

CAREER OBJECTIVE

To contribute my skills in a challenging environment of a professionally managed reputed organization which offers significant responsibilities and opportunities for growth and learning to personal goal.

EDUCATIONAL QUALIFICATION

- **Secondary Examination from (HBSE Board) in 2010.**
- **Senior Secondary Examination from (HBSE Board) in 2012.**
- **B.Com Examination from MDU Rohtak in 2017.**

COMPUTER PROFICIENCY

- MS-Office (Word, Excel).
- Internet.

EXPERIENCE

- **1 Year Experience In S K SANGWAN ELECTRICALS as Computer Operator.**

NATURE OF JOB

- Interacted with the customers to understand their needs/ requirements while assisting them for the required services and maintaining customer relationships to build the future perceptiveness.
- Handling all types of Customers and Dealers.

PERSONAL QUALITIES

- Enjoy working in team environment.
- Ability to easily grasp new things and zeal to learn new technologies
- Initiative, dedicated and flexible to work in any environment with good interpersonal skills.

OBJECTIVE

I would like to work in an organization where I get an opportunity optimally utilize my skill and hence grow with the organization.

Indian

Language Known:
English & Hindi.

Hobbies:
Net surfing, Reading Books
& Listening Music.

Soft Skills:
Honesty, Punctuality
& Sincerity.

Strengths:
Hard Worker & Fast Learner

DECLARATION

I affirm that information given in this is true and correct to the best of my knowledge and belief.

MONIK YADAV