

CURRICULUM VITAE

YOGESH

*H. No.: F-216 Shakur Pur
J. J. Colony
New Delhi – 110034*

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Career Objective

I consider my technical, analytical skills and ability to work hard as my major assets. I seek in this domain, where I can make best use of my skills for my personal and organizational growth.

Abilities

- ❖ Responsible and honest
- ❖ Time bounded and eager to know the new things
- ❖ Fast thinking, proactive and confident working unsupervised using own initiative
- ❖ Strong attention to detail and high levels of integrity
- ❖ Proven organizational skills with the ability to priorities heavy workloads and remain calm under pressure
- ❖ Able to work individual as well as in group

Educational Qualification

| Year | Degree/Certificate | University/Board/School, City | Percentage |
|------|-----------------------------|--|------------|
| 2016 | B.Com | SOL Delhi University | 40.37 % |
| 2012 | 12 th (Commerce) | CBSE Board (Jawahar Navodya Vidhyalaya, Delhi) | 44.8 % |
| 2010 | 10 th | CBSE Board (Jawahar Navodya Vidhyalaya, Delhi) | 6.4 CGPA |

Technical Skills

- ❖ Excellent knowledge of Google Docs, Drive and Calendar
- ❖ Ability to prepare and present seminars using PowerPoint and multimedia tools
- ❖ Knowledge of creating and managing spreadsheets
- ❖ Adept at using social media to create and maintain company's presence (Social Media Marketing)
- ❖ Basic skills in Photoshop or Paint

- ❖ Proficient in using the Internet, Email and search engines
- ❖ Experience in resolving minor troubleshooting issues on personal computers and laptops
- ❖ Profound knowledge of converting paper data into a computerized form, keeping integrity intact
- ❖ Exceptional understanding of using data entry software and performing data entry tasks with accuracy and precision
- ❖ Skilled at researching online information for providing support to different departments
- ❖ Demonstrated ability to use Microsoft Office applications
- ❖ Operating all types of systems like Windows/7, Windows/8, Windows/10.
- ❖ Able to repair minor faults in office machines, printers, and scanners

Work Experience

Organisation Name: Sanskriti University

Designation: Assistant Admin cum Executive Assistant

Duration: 01/04/2017 to Present

Organisation Name: Sanskriti University

Designation: Office Assistant cum Executive Assistant

Duration: 10/06/2016 to 31/03/2017

Key Responsibilities Handling

- ❖ Manage executives' diaries and arrange their daily schedule (set up meetings, travel, speaking engagements)
- ❖ Documentation of Agenda and Minutes of all Statutory Meetings like Academic Council, Executive Council, Fee Committee, Finance Committee etc. with direction of Chancellor, Registrar & Advisor of the University.
- ❖ Documentation of UGC – Information Performa and Annual Report
- ❖ Draft letters and documents related to the University
- ❖ Manage Website and as well as back-end of the website on regular basis
- ❖ Manage Gmail Domain of University Email IDs like Create & Deactivate, Forwarding etc
- ❖ Manage LMS (Lead Management System)
- ❖ Send Bulk Email and SMS through bulk emailer and sms panels like Netcore and Designhost

- ❖ Update All Social Medial Accounts on daily basis like Facebook, Twitter, Instagram, Pinterest, Linkedin and YouTube
- ❖ Search candidates for recruitment process by Job posting on different – different employment-related website like Indeed.co.in, Naukari.com etc, and conduct interviews
- ❖ Answer all phone calls and routing calls as necessary
- ❖ Maintain reports like Paytm payment received, IVR (Toll Free)
- ❖ Support client needs, including billing, payment, document management and issuing engagement letters
- ❖ Daily follow ups with Admission Department, Administrations Department and Registrar Office
- ❖ Prepare Salary of all Employees, and Transfer their salary in their account by Net-banking
- ❖ Act as an office manager by keeping up with office supply inventory
- ❖ Record keeping of office holidays
- ❖ Maintenance of the client database
- ❖ Manage Housekeepers
- ❖ Any other tasks deemed necessary for the efficient running of the University

Personal Details

| | | |
|-------------------|---|--|
| Name | : | Yogesh |
| Father's Name | : | Shri Chhuttan |
| Date of Birth | : | 19-01-1995 |
| Permanent Address | : | F-216 Shakur Pur J. J. Colony Delhi – 110034 |
| Contact No. | : | +91 8447606214 |
| Languages Known | : | Hindi & English |
| Personal Strength | : | Learning Abilities, Communication Skills, Hardworking, Confident and Know how to priorities work |
| Marital Status | : | Unmarried |
| Nationality | : | Indian |

Declaration

I hereby declare that the details stated above are authentic to the post of my knowledge & belief. I shall provide the originals of the same when required.

Date:
Place:

Signature
(YOGESH)