Ashish Vats

**Address: Rz-14, Block-P,**

**New Roshanpura, Najafgarh, New Delhi**

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**Mobile: 9891075265**

**Pin Code: 110043**

**OBJECTIVE**

To serve an organization that hands me an opportunity to utilize my interpersonal and technical skills and recognize my flair to explore new avenues thus providing me a platform to work towards the company’s goal.

**Working Experience**

**Company - FIITJEE limited, Gurgaon**

**Designation -** EDP Executive

**Duration -** From 14th April 2017 to till now.

**Company - CCRAS, Ministry of AYUSH, Govt. of India, Janakpuri, New Delhi**

**Designation -** Data Entry Operator (Contractual)

**Duration -** From 2ndSept 2015 to 16.02.2017.

**Company - Sgt Institute of Engineering and Technology, Gurgaon**

**Designation -** Data Entry Operator

**Duration** - From 14thApril 2014to 31stAugust 2015

**CUURENT JOB RESPONSIBILITY AND ROLES**

* Prepare daily,Weekly and Monthly MIS report &sending it to be concerned departments.
* PrepareReporting, Stock Maintenance (Computerized) in MS-Excel & ERPSystem.
* Prepare Time-Table in MS-Excel.
* Prepare all attendance sheet & sitting arrangement in all admission tests.
* Scanning of all OMR (answer sheets) of all the exams held the center
* Result compilation after the scanning of sheets of all batches
* Maintaining the data of all Students admission details
* Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format.
* Secures information by completing data base backups.
* Maintains customer confidence and protects operations by keeping information confidential.
* Assisted in the Preparation of power point presentationsfor various meetings.
* Prepare Phase-Test and CPP’s & Quizzes in all batches .
* Responsible all types of Reports & updating data in MS Excel .
* Maintains data entry requirements by following data program techniques and procedures.
* Contributes to team effort by accomplishing related results as per needed

**QUALIFICATIONS**

* MBA(ZITM INSTITUTE) From M.D.U Rohtak.
* BBA (D.G.C, College Gurgaon) From M.D.U Rohtak.
* 12th From CBSE.

**Technical Skill s**

* MS-Office [MS –Excel, MS-word, PowerPoint]
* Typing Speed of 60-65 wpm.

**Strength**

* Positive attitude for work.
* Sincere and confident.
* Ability to work in a team.

**Personal Details**

* Date of Birth - 12-Nov-1988
* Gender - Male
* Marital status - Married
* Father’s name - Sh. Jai Prakash
* Nationality - Indian
* Language known - Hindi & English

I hereby declare that the information furnished above is true to the best of my knowledge.

**DATE:**

**PLACE:**

  **(Ashish Vats)**