**Avadh Naresh**

**A-259, Shiv Vihar, Gali No-19,**

**Phase-10,Delhi-110094**

**avadhsom@gmail.com**

Professional Summary

Experienced Administrative Analyst who is able to handle multiple tasks simultaneously and accurately deliver executive correspondence. Adept at computer productivity software maintaining accurate and organized files and developing effective lines of communication with all levels of management. Specializes in working in a fast-paced environment and maintaining critical files and records.

Core Qualifications

* ESIC & EPF documentation work
* HR monthly compliances
* Back office work
* MIS report in EXCEL
* Comfortable working at all levels of management
* Strong team player as well as independent worker

Experience: 02 years

**Team Leader**

**2011 - 2012**

**Net Ambit**

**G-27, 2nd floor, Sec.-6,**

 **Noida, UP- 201301**

Experience: 02 years

**Admin Analyst**

**2017 – Till Date**

**G.V.Electricals Pct. Ltd.**

**A-14/302, Bhandari house Comm.**

**Complex, Dr. Mukherjee Nagar,**

**Delhi – 110009**

**Personal Details**

**Father’s name – Sh. Rajesh Kumar**

**Mother’s name – Smt. Brijesh**

**Spouse Name – Smt. Shivani**

**Date of Birth – 07-04-1992**

**DECLARATION**

I hereby declare that all the information given above in true to the best of my knowledge.

**Place:**

**Date: (avadh Naresh)**