**House no. 784 Sector 5, Vasundhara Ghaziabad, U.P. 201012**

**Phone (M) 9971113743**

**Passport No. N4519392**

**Mail Id sanniru2003@gmail.com**

**Sanjay Yadav**

**Objective**

Seeking a challenging career with a progressive organization that will utilize my skills, abilities and education in management, process re-engineering and operations.

**Professional Experience**

July 2018 to February 2020 at Investers Lab a real estate agency, Sector 63, Noida, U.P. worked as a **Team Leader.**

October 2000 to February 2018 at Innodata Isogen India Pvt. Ltd. Sector 62, Noida, U.P. worked as a **Team Leader.**

**Company Profile/Job Profile:**

Innodata Isogen is an U.S. based company, the premier provider of digital content outsourcing services. Innodata’s integrated service combines state-of-the-art technology and world-class expertise in content creation, conversion and management to enable opportunities in digital publishing. Innodata group in order to achieve world class quality has embarked upon themselves ISO-9001-2008 in all its major facilities.

Working as a Team Leader in Content Management, my job responsibilities are:

(1). Smooth running of production process

(2). Ensuring the quality form per stage to final stage & good production

(3). Proper communication between various support departments in order to provide proper network and systems facilities for the team

(4) Provide training for ePub Content conversion, HTML and PDF to DOC Conversion etc. to formatters and Zoners.

(5). Process Re-engineering and time study to facilitate more productivity.

(6). Coordinating with IT regarding application updation and modification

(7). Inventory & Transmission

October 1997 to February 1999 at Reliance Refinery Project, Jamnagar

Gujarat (World Largest Grass Root Refinery) worked as an **Assistant of**

**Administrative Officer.**

**Job Profile**

Being part of this organization, I’ve been maintained the daily entries of Trainees in various disciplines (Welders, Pipe fitters, Millwright Fitters & Carpentry) incoming in a Systematic way. Prepared the weekly status of Training Centre for Trainees requires by the Managers. Handled the records of the raw material required for training the welders. Other official letters and Memorandums.

April 1997 to September 1997 at Army Computer Institute, Jamnagar

(Gujarat) worked as an **Institute Incharge.**

January 1997 to March 1997 at Aptech Computer Education Centre,

Jamnagar (Gujarat) worked as an **Lab Faculty.**

**Extra Curricular Activities**

Was active Member Prefect Club in School and responsible for handling the events like Sports and all cultural Activities

Has hosted few functions in College and during Job.

**Personal Information**

Martial Status: Married

Date of Birth: 6th January 1975

Father’s Name: Shri J. Yadav

Language Proficiency: English, Hindi

Interests: Traveling, Singing, Bike Driving

**Summary of Qualifications**

**B.A.** In 1995 from Kanpur University, Kanpur, Uttar Pradesh

**Intermediate** In 1992 from U.P. Board, Kanpur , Uttar Pradesh

**Professional Qualification**

Advance Diploma Course in Software Management and Technique from APTECH

Diploma in Electronics

Diploma in Export Management

**Computer Skills**

Operating System: Window XP

Applications: MS Office 2003, Adobe Epub, Adobe Acrobat & Photoshop

**Date: SANJAY YADAV**