

L/41/D Loco Colony Mawaiya, Lucknow,(226004)

9695208889

shikharyadav905@gmail.com

# SHIKHAR YADAV

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## CAREER OBJECTIVES

To work in a highly-grown organization with a competitive and challenging environment that creates ideal conditions for delivering high quality service.

## SKILLS

Knowledge about Adv.Microsoft office, Microsoft Excel, Microsoft PowerPoint,  
Basics of Computer and Adv. Google sheet, E-mailing, Tally.  
Basics of HR operations team process.

## EXPERIENCE

**Cedcoss technologies, Gomtinagar**

– *HR Operations (Apprenticeship)*

May 2023 – July 2023

- Exit processing with documents preparation.
- Administration task.
- Generating daily employee performance report .

## EDUCATION

**Intermediate in Commerce U.P. Board,**

Pioneer Montessori School, Lucknow

**High school in Commerce U.P. Board,**

Lucknow public school, Lucknow

**Graduation in B.COM,**

K.K.V. P.G. College, Lucknow

## STRENGTH

Team work

## OTHER DETAILS

**Date of birth-** 22/11/2000

**Gender-** Male

**Nationality-** Indian

## DECLARATION

I hereby declare that all the details furnished here are true to the best of my knowledge and belief.

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