

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

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SHIKHAR YADAV

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

Microsoft office, Microsoft suite, Basic tally, Operating system, customer support, vender management, opening & closing stock, book keeping, database management, vender coordination, hr policies, inventory management, employees coordination, office management, office database management, e-mailing, drafting, letter processing and sorting.

EXPERIENCE

Cedcoss technologies, Gomtinagar

— HR Operations (Apprenticeship)

April 2023 – September 2023

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

Niftel communication, Hazratganj

— Chat Support Associate

September 2023 – October 2023

- Swiggy process.
- Blinkit process.

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.
