

# CURRICULUM VITAE

**Akash Yadav**

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Vill. Gaura , Chhapra (Saran), Bihar – 844143

## Objective

“To obtain a challenging position in an organization where I can use and develop my skills to the optimum and deliver my best to the organization”.

## Educational Qualification

Course	Year	Board / University	Percentage
MBA (HR)	2020	Uttarakhand Technical University	63%
BBA	2018	Kumaun University, Nainital	61%
Intermediate	2014	CBSE	48%
High School	2012	CBSE	5.6 (CGPA)

## Experience

**Warehouse Associate** (Jan. 2023 to current )  
**Yuzen Mobility Private limited (Yulu Bike)** (Delhi)

- ❖ Performed inventory control
- ❖ Prepare orders for shipment by picking packing and labeling

**Billing Executive** (Jan. 2022 to Dec. 2023)  
**ENCO ENGINEERS COMBINE** (Dharuhera,Haryana )

- ❖ Microsoft office and Google docs
- ❖ Prepare spreadsheet for management as needed
- ❖ Answer clients' equations and address problems
- ❖ Prepare and present report to Manager
- ❖ Post bills, receipts and invoices

**Dispatch (April,2021 to Jan.2022)**  
**ENCO ENGINEERS COMBINE (Dharuhera,Haryana)**

- ❖ PO Wise dispatch on time
- ❖ Handling of Dispatch Team with All Required documents
- ❖ Daily basis Dispatch Planning
- ❖ Staging, Tagging & Checking of finished goods area
- ❖ Prioritizing calls based on urgency and importance
- ❖ Maintain the material stock on FIFO & LIFO Basis
- ❖ Planning of the vehicle loading
- ❖ Computer Aided dispatch system
- ❖ Freight Bill and Invoice
- ❖ Customer complaints handling and dispute resolution with customer (If any)
- ❖ Required manpower distribution to load/offload the container as well Vehicle (long truck for long distance) planning and arrangements as required.

**HR INTERN (July 2019 to August 2019)**  
**NANOFIL TECHNOLOGIES PVT.LTD (Mahuakheraganj, Uttarakhand)**

- ❖ Filed paperwork, sorted and delivered mail and maintained office organization.
- ❖ Created and updated tracking spreadsheets using MS Excel.
- ❖ Worked with team to coordinate company events.