

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

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, Gontinagar

– *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.
