

MITHILESH KUMAR YADAV

No. 18/43, Kamaraj Street

Teynampet, Chennai - 600018

Mob: 9006192992

Email – mithileshyadav2061@gmail.com

PERSONAL SUMMARY

A confident, articulate and organised person with strong interpersonal skills. Can spend long hours sitting and using office equipment and will have no problem maintaining a tidy and efficient office environment. Able to quickly grasp the workings of an organisation as well as its needs and in addition to this a good problem-solver by focusing on causes not symptoms. On a personal level can be relied upon to work in a flexible, organised, consistent and committed manner at all times. Keen to become a valued member of a growing and successful organisation.

CAREER HISTORY

And Worked as a cashier at SATSANG FACILITY MANAGEMENT – June 2020 – August 2021.

Responsible for handling the day-to-day cash counter tasks and making sure that everything runs smoothly.

KEY SKILLS AND COMPETENCIES

- Well organised and able to prioritise work in an efficient manner.
- Providing high quality Customer Service.
- Good level of numeracy.
- Good at juggling tasks and prioritising.
- Resolving and managing queries to closure.

PERSONAL

- Calm and composed under pressure and able to work to tight deadlines.
- Ability to work within a busy and demanding team environment.
- Able to work with minimum amount of supervision and on own initiative.

ACADEMIC QUALIFICATIONS

I.G.N.O. University – Pursuing B.A (1st Year).

DNY College Madhubani (BSEB) – Intermediate (Commerce) – 2016-18

Diploma in computer application (DCA) - 2019

MSC High School Loha, Madhubani (BSEB) – 10th 2015.

Pursuing Digital Marketing (BIZ Gurukul)

TECHNICAL SKILLS

Fundamental of computer, Networking, Basic Hardware.

Conversant with MS Word, Excel, Power Point and Outlook.

PERSONAL

DOB – 15 Sept, 2001

Marital Status – Unmarried

Languages known – Tamil, Hindi & English

Hobbies – Reading, Travelling, Driving, Playing Video games, Watching Movies