

CURRICULAM VITAE

SONU KUMAR YADAV

Vill-Firojpur Post-MasoomPur

Ps- Khejpuri

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EDUCATIONAL QULIFICATION

- High School Passed from U.P. Board in 2016.
- Intermediate Passed from U.P. Board in 2019.
- ITI Passed from COPA(Computer Operator & Programming Assistant) from NCVT in 2020.
- Course On Computer Concepts (CCC) Passed from NIELIT in 2018

WORK EXPERIENCE

One year as a Computer Operator & Programming Assistant (COPA) in Finance & AccountDepartment of Bharat Electronics Ltd. A Govt. of India (Min. of Defence) Ghaziabad.

From (Sept. 2021 to Sept.2022)

Hariom Pipe Industries limited weigh Bridge & Billing executive (May -2024 to July -2024)

SKILLS

SAP (System Application Project)

MS Excel

MS Word

MS PowerPoint

Networking & Hardware

HTML (Hyper Text Markup Language)

DISSERTATION PROJECTS AND INTERNSHIPS

- Letter Drafting and Work Confirmation in M.S Word.
- Work in FLM (File Lifecycle Management).
- Working on SAP on Various Types of T Code (ME23N, ZIMM084, ME2M, VA43, VF03, VL03N, ZQM002, MMBE, MB21) etc.
- Vigilance Report.
- Work in Data Diode software.
- Have good Knowledge of Internet like download software, Mail of data & Fax.

EXTRA-CURRICULAR ACHIEVEMENTS

- Alphabetic English Typing – 25-30 WPM.

STRENGTHS

- Co-operation, Coordination & Building team spirit.
- Self-confident, hardworking with good communication skill.

PERSONAL DETAILS

Father's Name : Mr. Ghanshyam Yadav
Date of Birth : 20'th May 2001
Nationality : Indian
Language Known : Hindi & English
Marital Status : Single

DECLARATION

I hereby declare that all the information mentioned in the CV are true and correct in best of my knowledge.

Date:/...../.....

Place:

(SONU KUMAR YADAV)