

Yogesh Kumar

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488, phase 2, Jaggi Garden, Ambala, India

134007

OBJECTIVE

Methodical, result-oriented working professional with a zest for solving complex problems. Seeking a position of cashier where I can utilize my technical and soft skills with an innovative employer.

EDUCATION

Senior Secondary School

Army Public School • Ambala

Apr 2014 - May 2017

Excel Basics for Data Analysis

IBM

July 2021

SKILLS

- MS WORD
- MS EXCEL & MS ACCESS
- Proofreading
- Accounting software's
- Technical documentation

WORK EXPERIENCE

Record Keeper

Gulab Transport • Haryana, India

Aug 2017 - Nov 2022

- Received and forwarded telephonic and electronic enquiries.
- Maintained and prepared reports from manual and electronic files, inventories, mailing lists and databases.
- Compiled data statistics and other information.
- Prepared invoices, bank deposits and performed clerical duties.

CORE COMPETENCIES

- Positive attitude and quick learner
- Excellent oral and written communication skills
- Organized, reliable and customer service
- Team player