**Resume**

**Govind Yadav**

Mobile – 7976259389 / 9314133854

Address:- 24, Shiv Colony, New Sanganaer Road, Sodala, Jaipur Rajasthan. 302019

Mail Id: govindy85@gmail.com / govindvmcjp14@gmail.com

**Objective**

To work with a reputed organization where my knowledge and potential can be used to rapidly grow and contribute towards institutional goals understanding challenging assignment. I want to pursue a career through a progressive organization that provides an opportunity to me as a professional growth.

**Academic Education**

* M.com. from Rajasthan University in 2010
* B.Com from Shri khandelwal vaishya collage jaipur 2004
* Matric passed from Rajasthan Board in 1998
* High school passed from Rajasthan Board in 2001

**Professional Experience**

Working with A.Aneja & Co. from May 2012 to Feb.2019.

Working with TRPW Straight Partners Mar 2019 to Dec. 2021.

Working with International Express Courier & Cargo Ltd. Jan.2021 to Sep. 2023

**Process Profile**

* Responsible for handling Vendors Payment.
* Responsible for handling activities regarding Vendors Payment of Genpact India Private limited.
* Invoice checking and Processing and QC
* Responsibilities for OYO Hotel Audit in Rajasthan .
* Responsibilities for Operation head in DHL, FEDEX, UPS, Aramex, Blue Dart etc.

.

**Computer Literacy**

* MS Word, MS Excel, Power Point Typing Hindi / English.
* Internet

**Key Skills**

* Strive for Quality Output
* Take ‘Ownership at work’
* Self Confidence & Quick learning
* Customer Oriented

**Hobbies**

* Listening Music
* Playing Cricket
* Travelling

**Personal Information**

* Father’s Name: Ram Narayan Yadav
* Marital Status: Married
* Nationality: Indian
* Language Known: Hindi, English
* Date of Birth: 05 July1980

**Declaration**

I hereby declare that all the details given by me is correct to the best of my knowledge.

DATE:

PLACE:

(**Govind Yadav**)