

# NAVEEN YADAV



## DETAILS

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### ADDRESS

House no. 894, St. no.3 New ashok nagar, Salem tabri Ludhiana -141008

### PHONE

9517626943

### EMAIL

naveenyadav3120@gmail.com

### Date of Birth

03/01/2000

### Hobby

Investment and Reading Books

## SKILLS

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- MS Office
- Data Management
- Data Analysis

## COMPUTER SKILLS

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- Diploma in Computer Application in 2018

## LANGUAGE

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- English
- Hindi

## OBJECTIVE

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I want to be a part of a reputed organization where I can get opportunity to enhance my skills as well as to prove my capabilities and to work in professionally satisfying environment giving my best of ability to the job.

## EXPERIENCE

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- 4 Months in Vardhman Textile (Corporate) as an Assistant in CTS Department

From 1st December 2022 to 31st March 2023.

### Responsibilities

- Data Management
  - Making Quality Reports
  - Data Analysis
- Rajdhani Marbles as an Office Assistant

From 1 Sept. 2023 to till date

## EDUCATION

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- 10<sup>th</sup> from Punjab School Education Board in 2017 with 76%
- 12<sup>th</sup> (commerce) from Punjab School Education Board in 2019 with 81%
- B. Com from Panjab University in 2022 with 77%
- Research Analyst certificate from NISM in 2023

(Naveen Yadav)