

Yogesh Kishor Zade

Carrier Objective:

To work for an organization which provide me the opportunity to improve my skills & Knowledge to growth along with the organization objective.

Educational Qualification:

Name of Course	Board/ University	Year of passing	Percentage
BSC (CBZ)	RTMNU	2022	60%
H.S.C	Maharashtra State Board	2019	60%
S.S.C	Maharashtra State Board	2017	42%

Experience:

1 Ye ar experience at RKB Khadi Bhandar as a **Computer Operator**.

- As a Computer Operator and Billing Specialist, successfully managed end-to-end invoicing processes and maintained accurate billing records.
- Demonstrated proficiency in computer systems and applications to efficiently handle data entry tasks.
- Effectively managed stock levels, implementing strategic inventory control measures to optimize supply chain operations.
- Maintained meticulous records, ensuring data accuracy and completeness. Played a pivotal role in enhancing operational efficiency through streamlined data management practices & resulting in improvement in customer satisfaction.
- Fostering a high-performance work environment & manage financial transactions, and maintaining detailed records.
- Executed data entry tasks with precision, maintaining accuracy in record-keeping.

Additional Skills:

- MS-CIT
- MS Office
- Basic Excel
- Internet
- Email Handling

Personal Profile:

- Name : Yogesh Kishor Zade
- Birth Date : 14 Mar 2002
- Gender : Male
- Nationality : Indian
- Marital Status : Single
- Languages : English, Hindi, Marathi
- Permanent Address : Sudarshan Nagar Hudkeshwar Road Nagpur-440034
- Contact No. : **7387520080**
- Email id : yogeshzade36@gmail.com

Declarations:

I hereby inform that all the above information's are true to the best of my knowledge and belief.

Place- Nagpur

Signature
(Yogesh Zade)

