

YOGESHKUMAR



PROFESSIONAL SUMMARY

To work in the esteem organization where I can make Maximum utilization of my knowledge & talent.

EXPERINCE

- **Clerk, 04/2023-Current**
- Shrimati Kamlesh Saini Inter Collage- HILALPUR
- Maintain and Manage school records/documents
- Assist and support school principal
- Answer and respond to student inquiries regarding their attendance, fees and academics

WORKSHOP MANAGER 03-2014 TO 04-2023

Worked with VEDTRACTORS Authorized Dealer of ESCORTS KUBOTA LTD. As a Workshop Manager and Here are the main tasks handled by me are given below:-

- Manage Spare Parts & Lube (Purchase & Sales)
- To resolve the Complaint within 24 hours.
- Conducting service Camp.
- ARTO Registration
- Insurance of Tractor
- Job card opening.
- Advising for work in Vehicle
- Warranty Handling and analysis of failure parts.
- Tale Calling
- PDI, PSF
- ESMS online Software
- Preparing warranty and activity claims

EDUCATION

- **M.A.** Completed, 2013 From M.J.P.R.Univ.Bareilly
- **B.Sc.** (P.C.M) Completed in 2010 from M.J.P.R.Univ. Bareilly
- **Intermediate** Completed in 2007 From U.P Board
- **High school**, Completed in 2005 From U.P Board
- **CCC Diploma** Computer
- **Diploma computer Application**

LANGUAGES

Hindi: First Language
English: Basic

ADDITIONAL INFORMATION

Declaration:- I hereby me declare that all the above information given by me is 100 % true to the best of my Knowledge.

CONTACT

Address: Vill- Basta Bijnor

Phone: 9997252999

Email:

Yogeshkumar839@gmail.com

Date:
Place:

Yogesh Kumar