MUKESH YADAV

OFFICE ASSISTANT | DATA ENTRY OPERATOR | COMPUTER SUPPORT

+91-8092624580 **mukesh.ca94@gmail.com** **Hazaribagh, Jharkhand – 825301**

CAREER OBJECTIVE

To become a successful professional and build a career in technical fields, gaining experience across multiple functions. Possess industry-recognized certifications and seek challenging assignments that provide opportunities for professional growth and skill development.

PROFESSIONAL EXPERIENCE

Employer / Location	Position	Period	Key Responsibilities
PBG Intelligent Force Pvt. Ltd., Ranchi Posted at MoEFCC, RO-Ranchi, Harmu, Ranchi-834002, Jharkhand	Office Assistant	23.09.2022 – 22.09.2026	• Registers maintain (Hybrid mode) • Data Entry • Mail and letter drafting
	Office Attendant	01.10.2016 – 22.09.2022	• Maintaining Dispatch registers, • Data Entry & multi tasking

EDUCATIONAL QUALIFICATION

Qualification	Subject	Board / University	Year	Result
Secondary	General	JAC, Ranchi – Project High School, Rampur	2010	56.80%
Higher Secondary	Commerce	JAC, Ranchi – Annada College, Hazaribagh	2012	53.80%
B.Com.	Accounts (H)	Radha Govind University	2022	66.89%

TECHNICAL SKILLS & CERTIFICATION

- 1 year ADCA (Computer courses)
- MS Office (Word/Excel/PowerPoint),
- Operating Systems: MS Windows

COMMUNICATION SKILLS

Language	Speaking	Writing	Understanding
Hindi	Good	Good	Good
English	Basic level	Good	Moderate

PERSONAL INFORMATION

Date of Birth	10 January 1994
Father's Name	Jagdish Yadav
Address	Vill- Hurhuru, Babapath, Gali No. 3, Near Auto Castrol Service Centre, Hazaribagh, Pin-825301, Jharkhand
Contact	+91-8092624580

Date: 22 September 2026 | Place: Ranchi

REFERENCES

Dr. Surajit Panda | MoEFCC, RO-Ranchi, Harmu, Ranchi-834002, Jharkhand | Ph.: +91-7549169022 | E-mail: surajit.rsgis@gmail.com

Sh. Gopal Chaudhary | MoEFCC, RO-Ranchi, Harmu, Ranchi-834002, Jharkhand | Ph.: +91-9472764654 | E-mail: rajeshece92@gmail.com

DECLARATION

I hereby declare that the above statements are true, complete and correct to the best of my knowledge and belief.

(Mukesh Yadav)

Date: 22 September 2026 | Place: Ranchi