

Mahesh kumar Yadav

CONTACT

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WORK EXPERIENCE

Nestle India Ltd

Jan 2012 - March 2014

Senior Data Entry Operator

- Outlined appropriate processes and procedures to fulfill and complete inquiries.
- Scanned documents and saved in database to keep records of essential organizational information.
- Evaluated source documents to locate information needed for each data entry field.
- Added documents to file records and created new records to support filing needs.

Smartvalue Products And Seviles Ltd

Aug 2014 - Present

Senior Marketing Associate

- Wrote engaging and successful marketing, advertising and website copy.
- Informed supervisors and company leaders on markets and regional sales needs to best meet customer needs and maximize revenue.
- Coordinated with social media, public relations and other teams to execute product introductions.
- Mentored and guided executive team during business development decision-making to optimize profitability, marketing strategy and communications planning.

QUALIFICATIONS

Masters of Business Administration in Finance

EDUCATION

Matriculation or 10th

April 1999 - March 2011

Guru Nanak Public School , Sambalpur

Passed with 6.8 CGPA in 2011

12th or +2

Sept 2011 - March 2013

Gangadhar Meher Junior College , Sambalpur

Passed with 62.3% in 2013

Bachelors of commerce

Sept 2013 - March 2016

Gangadhar Meher College , Sambalpur

Passed with 48.3% with Distinction in Honours (Accounting) Subjects.

Masters of Business Administration in Finance

Gangadhar Meher University

Sept 2018 - Present

Tally ERP 9

Tally Institues, Sambalpur

Completed TALLY ERP 9 with a grade A in 2013

IT Smart

Asian Pacific Learning Leaverge Ltd

Passed with Distinction in 2014

- 2014

Diploma in Health and Nutrition

Annamalai university

Passed with A Grade in 2019

- 2019

INTERESTS

- Volunteer Work in social awareness events
- Gaming
- playing Sports like cricket, football
- Traveling different places
- listening Music
- Reading books and novels

REFERENCES

References available upon request.