



DURGESH KUMAR

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OBJECTIVE

I am a highly driven recent business school graduate seeking a full-time position in finance where I can lend my knowledge of market analytics to help your organization improve profitability.

SKILLS

- Microsoft office
- IOS
- SAP

EXPERIENCE

- 14/07/2013 - 05/08/2014** **VERTEX. CUSTOMER SOLUTIONS PVT. LTD .**
COUSTOMER CARE EXECUTIVE
swer calls professionally to provide information about products and services, take/ cancel orders, or obtain details of complaints. Keep records of customer interactions and transactions, recording details of inquiries, complaints, and comments, as well as actions taken. Process orders, forms and applications
- 22/07/2016 - 20/06/2018** **HERO MOTOR CORP LTD**
Senior sale Executive
Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options. Sells products by establishing contact and developing relationships with prospects; recommending solutions
- 10/07/2019 - 09/07/2021** **INDIAN OIL CORPORATION LIMITED.**
Trade Appreciate Trainee Secretarial H.R Assistant
implements and maintains office system, prepares and manages correspondence, reports and documents, organizes and coordinates meetings, conferences and travel arrangements. And magazine H.R. responsibility.
Design and update job descriptions
Source potential candidates from various online channels (e.g. social media and professional platforms like StackOverflow and Behance)
Craft recruiting emails to attract passive candidates
Screen incoming resumes and application forms
Interview candidates (via phone, video and in-person)
Prepare and distribute assignments and numerical, language and logical reasoning tests
Advertise job openings on company's careers page, social media, job boards and internally
Provide shortlists of qualified candidates to hiring managers
Send job offer emails and answer queries about compensation and benefits
Monitor key HR metrics, including time-to-fill, time-to-hire and source of hire
Participate in job fairs and host in-house recruitment events
Collaborate with managers to identify future hiring needs
Act as a consultant to new hires and help them onboard

EDUCATION

- 2008** **UP BOARD**
HIGH SCHOOL
51.89
- 2010** **UP BOARD**
INTERMEDIATE
58.83
- 2013** **DR. B.R.AMBEDKAR UNIVERSITY AGRA**
BACHELOR OF ART
55.33
- 2016** **DR. B.R.AMEDKAR UNIVERSITY AGRA**
MASTERS OF ART (ECONOMICS)
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