

ROLL NUMBER: P24703035**Himanshu Yadav**
Male**DOB**

26-Jan-1994

TECHNICAL SKILLS

- MS Office

PERMANENT ADDRESS

FLAT NO-504, PAARTH
APARTMENT, GH-66, SECTOR-55,
GURGAON
City: Gurugram
State: Haryana
Pincode: 122011

LANGUAGE

- Hindi
- English

INTERESTS

- Music
- Reading

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-NBS	NICMAR University, Pune	NA	2026
Post Graduation	MAHENDERGARH,HARYANA	60.88	2018-Jun
Graduation	UNIVERSITY OF DELHI	55.20	2015-Dec
Intermediate	CENTRAL BOARD OF SECONDARY EDUCATION	68.5	2012-Mar
High School	CENTRAL BOARD OF SECONDARY EDUCATION	64.6	2010-Apr

WORK EXPERIENCE (3 Years 8 Months)**National Institute of Construction Management and Research**

03-Sep-2019 - 11-May-2023

3 Years, 8 Months, 8 Days**PROFILE:** Office Assistant

- Identified process inefficiencies and implemented structured workflows, reducing administrative TAT — demonstrating analytical and problem-solving orientation.
- Managed multi-stakeholder relationships across 3+ offices, ensuring timely resolution of requests - mirroring client relationship management.
- Procurement of day to day requirement.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 10 Weeks)**MARUTI SUZUKI INDIA LIMITED**

09-May-2025 - 18-Jul-2025

10 Weeks**PROFILE:** Management Intern (Direct Taxation Department)

- I was assigned as a Management intern trainee in direct taxation department of Maruti Suzuki India Limited from 09,May,2025 to 18,July,2025. It was a pleasant experience working as Management Intern in the largest automotive manufacturer in India.I was assigned responsibilities of updating TDS certificate data, a overall thorough knowledge of Income Tax Act,2025.
- Gained working knowledge of compliance frameworks and tax data management systems relevant to enterprise financial operations.

CERTIFICATION DETAIL

- Foundations of Digital Marketing and E-commerce by Google