

ROLL NUMBER: P24703035

Mr. Himanshu Yadav

Male

DOB

26-Jan-1994

TECHNICAL SKILLS

- MS Office
- MS Excel
- MS Power Point
- MS Word

PERMANENT ADDRESS

FLAT NO-504, PAARTH
 APARTMENT, GH-66, SECTOR-55,
 GURGAON
 City: Gurugram
 State: Haryana
 Pincode: 110023

LANGUAGE

- ENGLISH & HINDI

Profile Verification Status

- 10th Marksheet/Certificate is not verified.
- 12th Marksheet/Certificate is not verified.
- Graduation Marksheet/Certificate is not verified.
- Aadhar Card is not verified.
- PAN Card is not verified.
- Certification details are not verified.

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-NBS	NICMAR University, Pune	NA	2026
Graduation	UNIVERSITY OF DELHI	55.2	2015-Dec
Intermediate	CENTRAL BOARD OF SECONDARY EDUCATION	68.5	2012-Mar
High School	CENTRAL BOARD OF SECONDARY EDUCATION	64.6	2010-Apr

TOTAL WORK EXPERIENCE: 44 month(s)
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 â€” 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-commence by Google