**PERSONAL INFORMASION**  **NAME :- MANOJKUMAR DAKA FATHER NAME :- SOMABHAI DATE OF BIRTH :- 25/01/1989 NATIONALITY :- INDIAN PERMANENT ADDRESS:- NEW PRIMARY SCHOOL**,

**RAYCHANDPRU, AT-PO: VEDANCHA ,**

**TA: PALANPUR , DIST: BANASHKANTHA**

**STATE: GUJARAT, PIN: 385511**

**MO:95745 55754,9558559813 RELIGION STATUS :- MARRIED RELIGION :- HINDU PAN CARD NO :- AXQPD1499M DRIVING LICENCE NO :- GJ08/008776/08 QUALIFICATION :- B.COM, TALLY 9.0, M.S.OFFICE,**

**MICROSOFT EXCEL, INTER NET SURFING LANGUAGE KNOW :- GUJARATI , HINDI , ENGLISH DECLRARATION :- I DO HEREBY DECLARE THAT THE ABOVE SENTENCE IS TRUE AND BEST OF KNOWLEDGE. DATE:- 19/04/2014 PLACE:- PALANPUR**

***CURRICULUM VITAE* MANOJKUMAR DAKA, MO: 9574555754,9558559813 E-MAIL ID: manojdaka11@gmail.com CAREER OBJECTIVE To obtain challenging and responsible position in a profe ssinally managed organization. I am looking forward to an opportunity where I can utilize my skill in contribution effectively to the success of the industry of organization in which I work. KEY QUALIFICATION About 4 Years extensive professional stores, day to day maintaining fild work & documention,reporting in connection with Construction organization. SUMMARY EXPERIENCE AND SKILLS 1.Name of Employer :- M/S. NIKET COMMUNICATIONS & SECURITY SYSTEMS, VAPI. Desiganation :- STORE KEEPER Duration :- 14 SEPTEMBER 2010 to 30 NOVEMBER 2011 2.Name of Employer :- JYOTI POWER CORPORATION PVT. LTD, GONDAL**  **Desiganation :- STORE KEEPER Duration :- December 1 – 2011 to 10 December 2013**

**3.Name of Employer:- BACKBONE CONSTRUCTION PVT. LTD. RAJKOT**

**Desiganation:- SITE MATERIAL & OFFICE WORK**

**Duration:- 16 December 2013 To Till**

**NATURE OF WORK Handing Projects Details 1. Account dept. related Activity like Bill, Challan & Vouchers. Tally related work (M/S Niket Communications & Security Systems, VAPI.**

**2. 400 Kv D/C Chorania – Kosamba Line ( Jyoti Power Corporation Pvt.Ltd, Project)**

**3.400Kv D/C Ukai- Kosamba Line (Jyoti Power Corporation Pvt Ltd, Project)**

**4.Bank of Narmada River ,Ankleshwer (Backbone Construction Pvt Ltd, Project)**

**Monitoring all site & stores activities in above in above Mentioned Transmisson line. \*Identification, Inspection,Receipt & Issue of materials. \*Proper Stacking & Presevation of materials.Stores activities like maiataining of G. R. Book & Stock Ledger. \*Maintain all the Document & Date according to instruction by Project Management &H.O \* Preparation of Fix Assets & Tools Statement, Plants & Machinery Statement. Hired Vehicles, Hired Machinery & equipment statement. \* Certification of Materials purchase bill according to purchase order with Materials Receipt challan. \*Preparation of Comparative Statement as per requirement.**

**SIGNATURE OF THE CANDIDATE**

**MANOJKUMAR S. DAKA**