



RESUME

MANMEET BINDRA

CONTACT:

? I-931, Palam Vihar, Gurgaon

? Mobile No: 82874 43993, 98214 19019 (Whatsapp)

? E-Mail: manmeetbindra24@gmail.com

PERSONAL DETAILS:

Date of Birth : 24.10.69
Height : 5'2"
Eye Sight : 6/6
Marital Status : Married

KEY SKILLS:

- Ability to provide high level support in administration
- Excellent written & oral skills in English
- Ability to work as a member of a team
- Good communication & interpersonal skills

EDUCATION:

- 1985 10th from Lady Irwin School, New Delhi (1" Div)
- 1987 12th from CBSE Board (70.5% Agg)

SUBJECTS: English, Maths, Physics, Chem & Engineering Drawing

Got distinction in three subjects

PROFESSIONAL QUALIFICATION:

- 1992 Customer Support Engineering from Computer (71.5%)
- 1996 B.E. from Institute of Electronics & Telecommunication Engineers, recognized by Govt. of India

TRAININGS:

- 1988 Training in Basic Electronics from Electronic Regional Test Lab (N)
- 1992 One-month Training from UPTRON

WORK EXPERIENCE:

- Team Computers Pvt. Ltd
Worked as a Service Coordinator (1994 to 1995)
- Infocom Network Ltd.
Worked as a Manager (1996 to 1999)
- Guru Nanak Fifth Centenary School, Mussoorie
Worked as a Senior Maths/ Physics Teacher (1999 to 2000)
- Convent of Jesus & Mary, Waverley, Mussoorie
Worked as a Teacher (2001 to 2002)
- JR Educational Institute, Punjabi Bagh, New Delhi
Worked as a Manager & Faculty member (2004 to 2005)
- Manava Bharati India International School, Mussoorie
Worked as a Maths & Science/Physics Teacher (2006 to 2008)
- Chandigarh University
Worked as a Corporate Resource Manager (2015)
- Sanjeevani Coaching Centre
Worked as a center manager (2016 to 2019)
- Worked as a Principal in a GAV International School, Gurugram (2021-23)

EXTRA CURRICULAR ACTIVITIES:

- Attended N.C.C camp at Nainital in 1985
- Stood in 50m & 3rd in 100m race in 1993