

MANISH DWIVEDI

Address- Brahmpuri colony, Kajarahawa Pokhara Mirzapur District Uttar Pradesh -(231001)

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OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EXPERIENCE

• **Genpact Designation (Process Associates)**- (Work in 04 July 2023 to Till now) **Address:** Unitech Info Park, Tower 8, Plot No. 20 & 21, Sector – 135, Noida - 201301, Uttar Pradesh

Role and Responsibilities: Monitor and improve production processes, Compile process Reports, Maintain record .

INTERNSHIP

• **IFORTIS WORLDWIDE (Marketing and Sales)- Summer Internship in Online Mode** during this my work is to Create brand awareness among target customers and sales Ticket of Digital events in Aarambh (Dance contest, Singing contest, Art contest, Photography contest, Speech contest and so on) Period of Internship: **07/05/2022 to 27/06/2022.**

EDUCATION

- **Master of Business Administration (MBA)** Complete (finance & marketing) specialization from **Bundelkhand Institute of Engineering Technology, Jhansi** Affiliated to A.P.J Technical University Lucknow Uttar Pradesh (**Batch: 2021-23**).
- **Bachelor of commerce (B.com)** Complete my bachelor degree from **G.D. Binani P.G. College Mirzapur**. It is affiliated to Mahatma Gandhi Kashi Vidyapith University in Varanasi, Uttar Pradesh (**Batch: 2018-21**).
- **Intermediate (12th)** Complete my 12th from **Lions School Mirzapur** Uttar Pradesh with **scored 69%** It is affiliated to Central Board of Secondary Education (**CBSE**)-**2018**.
- **Matriculation (10th)** Completed my 10th from **Lions School Mirzapur** Uttar Pradesh with **scored 7.0 CGPA**. It is affiliated to Central Board of Secondary Education (**CBSE**)-**2016**.

SKILLS

- **CCC** (Course on computer concept).
- Knowledge of **MS-Word, MS-Excel, Power Point** and Communication Skills.
- Work on Citrix Application

- Strong Problem-Solving Skills
- Ability to meet Right deadlines and balance multiple priorities.

STRENGTH

- Positive Attitude
- High Degree of Motivation
- Ambitious
- Making Friends
- Honesty and Supportive
- Flexibility & Reliability

CERTIFICATIONS

- **Google Digital Unlocked** – The Fundamental of Digital Marketing Program during 1st Jan 2022 to 15th Jan, 2022.
- **TCS ION Career Edge**– Young Professional course during 4th Jan 2022 to 20th Jan, 2022.
- **Suvidha foundation** – Social Media Marketing Program during 22th Dec 2021 to 10th Jan, 2022.

INTERESTS

- Solving puzzles combination.
- Playing Chess.

LANGUAGES

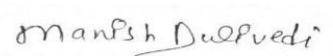
- English Read. Write Speak
- Hindi. Read. Write. Speak

PERSONAL INFORMATION

- **Father's Name:** Mr. Gauri Shankar Dwivedi
- **Mother's Name:** Mrs. Kusum Devi
- **Date of Birth:** 24-April-2000
- **Gender:** Male
- **Marital Status:** Unmarried
- **Nationality:** Indian

END NOTE

I hereby declare that all the information furnished about me is true to the best of my knowledge and belief.



MANISH DWIVEDI