

JOB APPLICATION

**To,
The Manager,**

[Address of office]

Sub: Application for the Post of _____

Dear Sir/ madam,

Being given to understand that there is a vacancy of above mentioned post in your reputed organization I would like to apply for the same.

I request your good self to give me an opportunity to prove my capability in your esteemed organization. I assure you that I shall give my best in getting the jobs accomplished. My CV is enclosed here with for your kind perusal.

I had experience in army as a clerk about 23 years .i had performed various type of duty in army like:-office superintendent , office management etc. I had obtained no objection certificate; I passed 12th from west Bengal board. I also have graduation certificate obtained from army authority.

I sincerely wish to add value to the organization with full dedication, my creativity and passion to think differently. I would be highly obliged if you consider my application and give me a chance for the same. Expecting a favorable response from your end.

Thanking You,

Yours faithfully

Email:-manojkumar.sharma14@yahoo.com

Phone no:- 9163838905

Encl. : Bio data of Manoj Kumar Sharma



BIO DATA

Post applied for :
 Name (in Blok letter) : MANOJ KUMAR SHARMA
 Age : 44 YRS
 Date of birth (dd-mm-yy) : 18TH JULY 1974
 Gender : Male
 Religion & Caste : HINDISUM
 Name of Guardian : MIRA SHARMA
 Relationship with Guardian : MOTHER
 Marital status : MARRIED
 Languages known : HINDI, ENGLISH AND BENGALI
 Address for communication : 23 HINDPRASAD NAGAR GODHANI RAILWAY NEAR DIVYA
 (With pin code) NAGARI BUS STOP NAGPUR, MAHARASTRA - 441123

 Permanent Address : SAME AS ABOVE
 (With pin code)
 Phone / Mobile : 9163838905
 Email : manojkumar.sharma14@yahoo.com

Educational Qualifications:

Qualification	Name of the Institution	Name of the University / Board	Total % marks	Year of Passing
SLC / 10 TH	RISHRA VIDYA PITH RISHRA HOOGHLY (WEST BENGAL)	WEST BENGAL BOARD	PASSED	1992
OC / 12 TH	INDRA GANDHI NATIONAL OPEN UNIVERSITY (WEST BENGAL)	IGNOU	PASSED	2012-13
Education in (EQUIVALENT)	AS PER GOVT. OF INDIA, MINISTRY OF PERSONNEL PUBLIC GRIEVANCES AND PENSIONS LETTER NO.- 15012/8/82/Estt (D)	GOV. OF INDIA	PASSED	2018

Any other degree (mention in detailed).....	SECURITY OF STRATEGIC INSTALLATION	GOV. OF INDIA	PASSED	2012
MORE QULIFICATIN	<ul style="list-style-type: none"> DIPLOMA IN SECURITY MANAGEMENT ADVANCED DIPLOMA IN ARTS 	GOV. OF INDIA	PASSED PASSED	2012 2013

Work experience:

Period		Organisation	Designation	Job responsibilities
From AUG 1995	To APRIL 2019	INDIAN ARMY	SUBEDAR CLERK (PRESENT)	OFFICE SUPERITENDENT