**RESUME**

**Manish S. Joshi**

**Mobile No. +919879175959**

**Email: [joshimanishs@gmail.com](mailto:joshimanishs@gmail.com)**

**OBJECTIVE:**

**To work and grow in a challenging environment where my acquired skills, knowledge would be best used to add value to the organization and provides opportunity to learn, perform and utilize my skills and be the part of the fast driven organization & to be a competent professional by constantly striving for the achievement of goals using my grit and analyzing ability & in the process, paving the path of my professional and personal growth.**

**PERSONAL SKILLS :**

**Good verbal and written communication skills, Ability to deal with people diplomatically, Ability to utilize proper Men Management and Time Management, Good Negotiation and Convincing Skill, Good Commend in MS Office (Excel, Word, Power Point), willingness to learn, Good Analytical Skill.**

**I am having an experienced in Sales & Administration, Marketing, HR Marketing, Purchase, Logistic, MIS, Auditing, Basic Accounting, Data Analysis, Team Member of developing new system and software and all other office activities.**

**EDUCATIONAL QUALIFICATION:**

Ø B.Com. from Gujarat University in the year 1991.

Ø Diploma in Information & Systems Management from Apple Industries Ltd. in the year 1991.

Ø HSC. from Gujarat Board in the year 1987

Ø SSC. from Gujarat Board in the year 1985

Ø Course of Tally 9 ERP

**Work Experience:**

* **Worked with Inizia Healthcare Pvt. Ltd. From August'16 to Feb'18 as a Sr. Manager (Sales & Administration)**
* Handling HR Departiment, Online Reporting, Distribution Department, Front Desk, All the Stockiest and C&F activities. Experience to handle office smoothly.
* **Worked with AGI Industries Private Limited (Inorganic Water Soluble Fertilizer Chemical) From Jan’11 to July'16 as a Sr. Manager (Sales - Marketing Administration)**
* **Worked with Troikaa Pharmaceuticals Limited as Manager Sales & Administration from July 2009 to December 2010:**
* **Worked with Doshion Limited (Performance Chemical Division) as Assistant Manager – Sales & Administration from October 2006 to June 2009.**
* **Worked with Zydus Cadila as Executive Sales & Administraion for the period of June 1995 to September 2006:**
* **Worked with Kankariya Maninagar Co operative Bank as a Data Entry Operator for the period of August 1992 to May 1995:**

**PERSONAL DETAILS:**

Name                                      :           Manish Sureshbhai Joshi

DOB                       :           30-12-1969

Sex                               :           Male.

Marital Status             :           Married.

Nationality                  :           Indian.

Permanent Address   :           F102, Saajan Apt,

Nr, Anandnagar cross roads,

Anandnagar, Satellite,

Ahmedabad-380051.

Gujarat, India.

Contact Number        :          (R) 0091-(0)79-26927767

                                                 (M) 0091-(0)9879175959

 Languages Known     :          English, Hindi, Gujarati.

**OTHER ACTIVITIES & HOBBIES :**

          Team member of the College Cricket team and also team member in the team of Zydus Cadila corporate.

         Organizing various cultural & Technical activities like attending Men Management and Time Management Training.

**Declaration:**

                  I hereby declare that the above written particulars are true to the best of my knowledge and belief.

**Manish Joshi**