**Resume**

**Manish Kumar**

S/o-sri. Krishna deo prasad Singh

LIG Flat NO---73/875,Kabir Nagar

.Raipur-492013. Mobile-9575127240

Email:-maqnish@yahoo.com

**OBJECTIVE :**

* **Professional objective :** To utilize my skills & knowledge towards the growth of the organization and to grow as a professional.
* **Personal objective :** learning and sharing attitude in the working environment.

**PROFESSIONAL QUALIFICATION : MBA (HRA from Sikkim manipal**

**university in distance) in 2011**

**: Post Graduate Diploma In Computer**

**Application**

**(from pt.Ravisankar sukla universit Raipur)in 2008.**

**Academic profile :**

B.com. (Account's Honor's)

C.m. College, Darbhanga, Lalit Narayan Mithila University Darbhanga, Bihar

In 2004

**Experience :**

.

* **Worked As a Manager (Administration/Purchase) at Naturetouch Landscape Pvt.Ltd.Raipur from jan2011 to dec 2015.**

**Job Involved: manpower management, staff recruitment, vendor management, purchase management, procurement, facility management, employee compliances settlement, official correspondence, vendor bill verification and clearence, Documantation, laisoning with govt. as well as private sector, billing and revenue, security,housekeeping, stock management, legal compliences.**

* **Worked As a Manager (Purchase) at Shreejikrupa projects Ltd(civil construction company) Raipur from feb 2016 to till date.**

**Job Involved: vendor& Supplier management, purchase management, procurement, facility management of 15 big govt projects of the company Independently.**

**INTEREST:**

Listening to music, reading news paper, carrier magazine.

**STRENGTH:**

Leadership qualities and a good team worker too.

Optimistic and positive attitude.

Hardworking and dedicated.

Confident and have good grasping power.

**PERSONAL DETAILS:**

Date of Birth : 31st December, 1980

Father's Name : Shri. Krishandeo Prasad Singh

Sex : Male

Marital status : married

Linguistic proficiency : Hindi, English

Nationality : Indian

Place : Raipur (Chhattisgarh)

Date : **Manish Kumar**