RESUME

ER. MANISH SANGTANI

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| **CAREER OBJECTIVE** |

* I would like to start my career as an Engineer, in the service of nation.
* To get exposure on work, space for Learning and Dimensions to expend.
* With my ability to work in team and solve problems, I wish to help my organization achieve its objectives.

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| **EDUCATIONAL QUALIFICATION**  **X** |

* Completed Degree in Electrical Engineering course from RCET Bhilai, in first division with 72.5%mark in the year 2007-2011.
* 12TH pass out in 2006 from holy mother hr. sec. school, Raipur (C.G.)
* 10th pass out in 2004 from holy mother hr. sec. school , Raipur (C.G.

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| **Career Interest** |

* To be an eminent and erudite in industrial projects and power plant projects as an electrical project Engineer.

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| **Experience** |

* WORKING WITH TATA INDICOM in administration department. FROM DEC. 2011 TO AUG.2016.
* AT R S DREAMLAND PVT LTD I JOINT AS ADMINISTRATION HEAD FOR 6 MONTH NOW LAST 3 YEAR I AM WORKING AS SITE INCHARGE WITH DEALING ALL SITE VENDER AS WELL AS PURCHASE VENDER.

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| **Duties & Responsibilities** |

* Planning and coordinating administrative procedures and systems and devising ways to streamline processes
* Recruiting and training personnel and allocate responsibilities and office space
* Assessing staff performance and provide coaching and guidance to ensure maximum efficiency.
* Ensure the smooth and adequate flow of information within the company to facilitate other business operations
* Manage schedules and deadlines
* Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints
* Monitor costs and expenses to assist in budget preparation
* Oversee facilities services, maintenance activities and tradespersons.
* Organize and supervise other office activities (recycling, renovations, event planning etc.)

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| **STRENGTHS** |

* Achieve the organization skill.
* Highly organized & punctual can work both as a team member as well as a team leader and result oriented hard work.

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| **PERSONAL DETAILS** |

* Father’s Name : Late of Kanhiyalal Sangtani
* Mother’s Name : Late of Asha Sangtani
* Sex : Male
* Date of birth : 17.dec.1987
* Languages : English,hindi
* Hobbies : playing badminton

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| **DECLARATION** |

I hereby declare that all above mentioned details are true to best of my knowledge and belief.

Date:

Place: Raipur

Manish Sangtani