

CURRICULUM VITAE

Maneesh

E-Mail : responsemaneesh27@gmail.com

Mob: 9899811203

Professional Profile

Extremely committed and enthusiastic .Methodical and organized with excellent verbal and written communication skills. Keen to broaden experiences and confront challenges on both a personal and professional level, with an enthusiastic interest in travel. Highly presentable, ambitious and goal orientated.

EDUCATIONAL QUALIFICATION

S. No.	Degree / Course	Board / University
1	B.A. (Prog)	Delhi University
2	12 th Class	C.B.S.E
3	10 th Class	C.B.S.E

COMPUTER SKILLS

- One Year Computer Diploma from Creative Computer Center, Geeta Colony, Delhi.

WORKING EXPERIENCE

- Currently working as a **Computer Data Entry Operator** in **Delhi State Health Mission** Govt. of NCT Delhi from **09-08-2008 to till date.**
- Worked as a **Data Entry Operator** in **Office of Deputy Commissioner, L.M. Bandh Shastri Nagar, District East** from **26-11-09 to 16-07-10.**
- Worked as a **Data Entry Operator** in **Office of Deputy Commissioner, L.M. Bandh Shastri Nagar, District East** from **05-08-08 to 31-01-09.**

WORKING PROFILE

Working on MIS & MCTS Portal, Data Entry, Letter Typing, Data Compilation, Data Collection from all Districts, Maintain Database, time to time update database on portal, Familiar with photocopy, fax & mailing, Communicate to all districts by Mail and Telephonic both, Provide Support for understanding the various report for CDEO and MOIC, Effective coordination with ASHA Coordinator, MIS Expert, CDEOs for take the report and call them, Continue to help the District/ Units and Centers CDEOs by telephonically or by mail for updation and verification of ASHA details, Data Entry, Letter Typing, Document formatting, Made all kinds for format for reporting, Work and Guidance District, Units and Centers level CDEO for the ASHA Entry, ASHA Area Entry, ANM Area and Health Facility Services Entry on ASHA Software and all other work given by the senior officers.

PERSONAL Details

Father's Name	Sh. Manoj Kumar
Mother's Name	Smt. Shyama Devi
Date of birth	16 th March 1984
Gender	Male
Marital status	Married
Nationality	Indian
Languages known	Hindi, English, Punjabi
Present Address	4/31, Geeta Colony, Delhi-110031
Permanent Address	4/31, Geeta Colony, Delhi-110031
Phone number	9899811203
E-mail id (personal)	responsemaneesh27@gmail.com

Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Date: 25/11/2014

Place: Delhi

(Maneesh)