

CURRICULUM VITAE:-

NARESH KUMAR MANDAL

- ❖ Village – Gadhgaon
- ❖ Post- Basipatti
- ❖ Distt- madhubani (bihar) pin 847408
- ❖ Mobile : +918860009527 / 8700603512
- ❖ Email : nareshkrmandal111@gmail.com

PERSONAL OBJECTIVE :-

- ❖ A highly competent ,motivated and enthusiastic administrative assistant with experience of working as part of a team in a busy office environment . well organized and proactive in providing timely,efficient and accurate administrative support to office managers and work colleagues. Approachable,well presented and able to establish good working relationship with a range of different people.

ACADEMIC QUALIFICATIONS:-

- ❖ 10th passed from bihar board in 2012.
- ❖ 12th passed from bihar board in 2014.
- ❖ B.A. 3rd year peruseing from D.U. Sol.

KEY SKILLS & COMPETENCIES:-

- ❖ Basic knowledge of computer.
- ❖ Ms-office (word,Excel,Power point).
- ❖ Strong organizational,administrative and analytical skills.
- ❖ Ability to maintain confidentiality.
- ❖ Ability to produce consistently accurate Work even whilst under pressure .
- ❖ Ability to multi task and manage conflicting demands.

WORK EXPERIENCE: -

- ❖ Worked with Deannpurna Contracts india pvt.ltd. from 12 december 2013 to 24 august 2015 Project New Town Height sec.90 DLF. & 25 august 2015 to 30 june 2018 M3M Golf Estate phase 1A & Phase 2A Sec.65. Executive (Stores)
- ❖ Working with Shannon & Shannon from 01 july 2018 to till date .Project Emaar Colonnade Sec.66. Executive (Stores).

STRENGTH:-

- ❖ Positive Attitude
- ❖ Self Confidence
- ❖ Good Communication

HOBBIES:-

- ❖ Playing Cricket
- ❖ Reading Books
- ❖ Talking Challenge
- ❖ Internet surfing
- ❖ Listening Music

PERSONAL DETAILS:-

- ❖ Name:- Naresh Kumar Mandal
- ❖ Father's name:- Lakshman Mandal
- ❖ Date of birth:- 10th may 1996
- ❖ Marital Status:- Unmarried
- ❖ Language known:- Hindi,English,& Bhojpuri
- ❖ Present address:- Badshah pur sec.67 sohna road near smrat sweets
opposite Kadarapur road Gurugram (HR.)

DECLARATION:-

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

Date:.....

Place:.....

(NARESH KUMAR MANDAL)

