

RESUME

Manish Kumar

B-153, Block B, Gokal Puri,
Delhi – 110094

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Career Objective

- ✚ To get hold of a management position, in which I am given the chance to play a direct role in the limitless growth and achievement of solid organization.

Educational Qualification:

- ✚ 10th Passed from **CBSE Board** Delhi.
- ✚ 12th Passed from **CBSE Board** Delhi.
- ✚ Pursuing B.A Programme Final Year **Delhi University**.

Work Experience:

- ✚ May 2015 to August 2015, **S.K. DATA SOLUTION (Noida)** as a Data Entry.
- ✚ March 2017 to October 2017, **SWARAJ EXPRESS (Noida)** as a Data Entry Operator.
- ✚ October 2017 to December 2017, **UNICA SOLUTIONS (Delhi)** as a Data Entry Analysis.
- ✚ April 2018 to September 2018, **ABS TECH SERVICES (Noida)** as a Executive- Data Entry Operator and Transferred to the Executive- Technical (Operations Dept.) After 5 Months.

Computer Skills:

- ✚ **DCA** Computer Course.
- ✚ Typing Knowledge **English & Numeric**. (Speed: **45+**)

Strength:

- ✚ **Badminton & Running**.

Personal Profile:

Father's Name	:	Sh. Om Prakash
Date of Birth	:	15th Oct. 1991
Marital status	:	Unmarried
Language Known	:	Hindi & English
Nationality	:	Indian
Religion	:	Hindu
Hobbies	:	Learning New Things and Making New Friends.

Declaration:

- ✚ I hereby declare that all the above information is true to the best of my knowledge.

Date

Place: - New Delhi

Manish Kumar