

RESUME

MANISH DUBEY

B-62/2 Singh Enclave
Prem Nagar-III, Kirari
Nangloi Delhi-110086
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CAREER OBJECTIVE

Have a burning desire to join a professional environment where I can utilize skills expertise and creative objective a team player have a team player and have ability to work under extreme pressure.

EDUCATION QUALIFICATION

- ❖ Graduate From Delhi University (2014)
- ❖ 12th Passed From CBSE Board (2010)
- ❖ 10th Passed From CBSE Board (2008)

PROFESSIONAL QUALIFICATION

- ❖ Knowledge of Ms-Office (MS Word, MS Excel, MS Power Point).
- ❖ English Typing Speed 50 (wpm).
- ❖ Hindi Typing Speed 35 (wpm).
- ❖ Knowledge of Advance Excel

WORK EXPERIENCE

- ❖ Currently working with SB International as Data Entry Operator.
- ❖ 2 Years worked with Clevora Global Outsourcing Service LLP as Data Entry Operator.

PERSONAL DETAILS

Father's Name	:	Mr. Ram Sagar Dubey
Date of Birth	:	03 May 1992
Sex	:	Male
Marital Status	:	Unmarried
Strength	:	Hardworking & Polite Nature
Hobbies	:	Listening Music
Language Known	:	Hindi & English

Date:
Place: Delhi

Signature