

CURRICULUM - VITAE

MANISH KUMAR

Mobile No- 8076734546,8287044079

E-mail: - manishkumar4079@gmail.com

CAREER OBJECTIVE:-

- ❖ To work in a challenging and stimulating environment, where I can learn and deliver my best for the dynamic growth of the organization, as well as my career.

EDUCATIONAL QUALIFICATION:-

- ❖ 10th Pass CBSE 2014
- ❖ 12th Pass CBSE 2016
- ❖ Pursing B.A IIIst Year From DU

KEY SKILLS:-

- ❖ One Year Diploma in Computer Application from (G.B Tech Computer Institute)
- ❖ Three Month Diploma in Ms Office From (New tech Compute Institute)
- ❖ Six Month Diploma in Typing From (Vocatitonal Training Centre)
- ❖ Three Month Diploma in Mobile Repairing (XL Mantra Institute)
- ❖ Two Month Diploma in Adobe Photoshop CS 5 (AIIT Institute)

Experience:-

- ❖ **6 Month** Experience **Click Jobs.com** for **Data Entry Operator**
- ❖ I have **3 Month** Experience for **Mac Auto India** (An Indian E-Rickshaw manufacture company) as a **store department**

RESPONSIBILITIES IN WAREHOUSE

- ❖ Reject material send back to vendor with proper documents .
- ❖ To ensure picked all material as per the order .
- ❖ Properly Dispatching the material with accuracy .
- ❖ Ensuring dispatched goods delivered so that No Sales loss.
- ❖ Ensure both inventory should be match if any discrepancy it should be matched after taken the approval from the management .
- ❖ Training to all workers as per the weekly basis .
- ❖ Ensure the house keeping the warehouse .
- ❖ Space optimization and making best use of bins , pallets and floor position in the warehouse.
- ❖ Daily reports maintaining and reporting to the management .

Reports:-

- ❖ Maintain daily receiving report .
- ❖ Maintain daily dispatch report .

- ❖ Maintain daily pendency report .

Skill :-

- ❖ Good knowledge in technical wiring .
- ❖ Personal integrity and commitment to deadline.

HOBBIES:-

- ❖ I like to play cricket in the free time.
- ❖ I like to play computer operating in the free time.

Strength: -

- ❖ Smart working with positive attitude.
- ❖ Team worker.
- ❖ Quick learner.
- ❖ Punctual.

Personal Details: -

- | | | |
|---------------------|---|---------------------------------------|
| ❖ Father Name | - | Mr. Mata Parsad |
| ❖ Date of Birth | - | 10-October 1998 |
| ❖ Language known | - | English, Hindi |
| ❖ Nationality | - | Indian |
| ❖ Address | - | B-23/2 Parvesh Nagar Mubarakpur Dabas |
| New Delhi: - 110081 | | |

Declaration: -

- ❖ I hereby declare that all the statement made in this resume is true and complete, To the best of my knowledge and belief.

Date: -

Place: -

(MANISH)