

CURRICULUM VITAE

MANOJ KUMAR

B -4/14,
Sultan Puri,
New Delhi-110086
Mob. No. +91-9716369477
+91-7982281191
Kumarmk1988@gmail.com

Objective

To work in a challenging environment that can give me opportunity to utilize my present capability as well as enhance my knowledge base for the future betterment of the company and to grow with the organization.

Academic Qualification: -

- Diploma in Tourism Study from IGNOU.
- Bachelor of Arts from University of Delhi in 2010
- Intermediate of Arts from C.B.S.E in 2006
- High School from C.B.S.E in 2004

Computer Literacy: -

- One Year Computer Course from Perfect Computers.
(Included: DTP, Basic Computer with Advance Excel, Ms Word, MS Power Point)
- Five Month MIS and DATA ANALYST Training from SLA Consultants India.
- Full Knowledge of Internet Surfing.

Employment Experience

Good Luck Financial Inclusion Pvt Ltd.

FEB 2021 – TILL NOW

Designation: - Branch Coordinator

- MIS Updation
- Branch Daily Report Update
- Document and Record Keeping
- CRIF Report Checking and Updation
- Group Loan Files Checking and Approve

Ganesh Diagnostic & Imaging Centre

July 2020 – Jan 2021

Designation: - Back Office cum Billing Executive

- All Govt. Medical Bills Feeding in Excel.
- Scanning of Document.

DIVA ENTERPRISES PVT. LTD.

Aug 2014 – May 2020

Designation: - Back Office Executive

- QC of articles on Company's Software.
- Making Reports
- Entering data records on Excel

Strength

- Hardworking
- Result Oriented
- Fully determined

Personal Skills

- Comprehensive Problem-Solving Abilities, Abilities to Deal with People
- Diplomatically, Willingness to Learn New Things, Team Facilitator
- Ability to Get Well Along with The People.

Personal Details

Name: - Manoj Kumar
Father's Name: - Late Shri Harlal
Date of Year: - 1988
Marital Status: - Married
Permanent Address: - B -4/14, Sultan Puri, New Delhi-110086
Interests: - Listening to Music, Watching Cricket and Net suffering
Language Known: - English & Hindi

Declaration

I confirm that all the information provided by myself is true to the best of my knowledge and belief.

Place: New Delhi

Date:

Signature