

CURRICULUM VITAE

MANOJ

Phone: + 91 7053555749

E-mail : Manojkumar2016111@gmail.com

Address : K – 2nd /16 Indrawas Colony, Sangam Vihar, New Delhi 80

OBJECTIVE

I want to work in service sector to use my situation handling and convincing skill to contribute in an organization board and grow as individual.

EDUCATION

| Course | Institution |
|-----------|-------------|
| Class XII | CBSE |
| Class X | CBSE |

WORK EXPERIENCE

| | |
|--|--|
| From Feb. 2015 to Jan 2016 | Toll Tax Company Delhi (As Backend Office) <ul style="list-style-type: none">✓ As Prepared all the details of the Document in Excel sheet✓ Data find✓ Data manage✓ Billing✓ Data entry |
|--|--|

| | |
|---|---|
| From Feb 2016 to Oct 2016 | (AARV Service Pvt Ltd Delhi USA BASE Company. BPO Sector)(AS Backend Office) <ul style="list-style-type: none"> ✓ As Prepared all the details of Document in Excel sheet ✓ Data Entry ✓ Document Scan ✓ Data Base Upload ✓ Convert all word File to PDF |
| From Dec 2016 to Jul 2017 | Ozit solution PVT. LTD Delhi (As Date Entry Operator) <ul style="list-style-type: none"> ✓ Data Manage ✓ Entry of Document in Excel ✓ Entry Of Product of Out Of India |
| From Aug 2017 to Nov 2018 | C2C Marketing PVT. LTD. Delhi (As Data Entry Operator) <ul style="list-style-type: none"> ✓ Entry Of PDF File Document ✓ Make MIS Report ✓ Work On CRM Software ✓ Uploaded On CRM Software ✓ Collect Data on online side ✓ Make Final Report |
| From Dec. 2018 | Success Institute of Management and Technology Delhi (As Admin) <ul style="list-style-type: none"> ✓ Managing the entire admin and facilities ✓ Preparation of invoice and payments. ✓ Develop and maintain a filing system ✓ Order office supplies ✓ Knowledge of office management systems and procedures ✓ Excellent time management skills and ability to multi-task and priorities work. ✓ Attention to detail and problem-solving skills. ✓ Excellent written and verbal communication skills ✓ Organize and schedule meetings and appointments. ✓ Handling all admin work keeping records of present employees and new employee's data.. ✓ Handling the employee's attendance and leave records. ✓ Management of local purchase and Maintenance ✓ Coordinate with client for bill clearing, Measurements, Verification and payment follow-ups. ✓ Organize and schedule meetings and appointments. ✓ Strong organizational and planning skills ✓ Preparing daily, Sale's reports of Customer's. ✓ Helping in filling application online/offline. ✓ Make proper coordination with all staff |

PROJECTS UNDERTAKEN

Basic Knowledge of Computer Application (ACTC) Diploma MSOffice, DTP, Tally, Web Designing
H lookup V lookup Sum, Lower, Upper MIS Report Data formatting All Data find, Multiple lookup

SKILL & STRENGTHS

- Good Management Skills
- Can work in a team/independently
- Flexibility & adaptability

OTHER INTERESTS

- To Explore new place
- To listen music

Personal Details

| | |
|-----------------|-----------------|
| Fathers name | Mr. Shiv Charan |
| Date of birth | 28/09/1997 |
| Languages Known | Hindi English |
| Gender | Male |
| Marital Status | Single |

I hereby declare that the above information is true according to my knowledge.