

CURRICULUM VITAE

MANISH DUTTA

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CAREER OBJECTIVES:

To work in a pragmatic way in an organization where I can utilize my Knowledge and skills to meet company goals and objectives with full integrity and zest. To obtain professional and technical heights, both for the organization and self, through skill and knowledge.

ACADEMIC CREDENTIALS:






Qualification	School	Passing Year	%/CGPA
B.A Program	Indira Gandhi National Open University	Pursuing	-
Open Schooling (12 th)	Indira Gandhi Open Schooling	2014	60%
Secondary school (10 th)	Balvantray Mehta Vidya Bhawan	2016	74%
ITI, COPA	Ministry of Skill Development and Entrepreneurship	2016	74%/Distinction

WORK EXPERIENCE:

1. Company – GAIL (INDIA) LTD. Madanpur khaddar (1 year)

Designation: Human Resource Department in the various areas of HR.





Role & Responsibilities:

-  **Record keeping of complete work.**
-  **Keeping track on fillings of Fire Extinguishers.**
-  **Transportation of LPG Gas from one station to another.**
-  **Doing Clerical work.**
-  **Giving assistance to HR & Fire & Safety Manager.**



2. Company- Global Logic Technologies Limited (9 Months)

Designation: Data Analyzer, For Video Section.





Role & Responsibilities:

-  **Video Analysis as the relevancy of video.**
-  **Marking videos with relevant headings/ determinants.**
-  **Caption Analysis for videos.**
-  **Target and Utility analysis on time basis.**



COMPUTER SKILLS:

-  Two-year Diploma from ITI in Computer Operation and programming.
-  Basic Knowledge of Computer.







STRENGTHS:

-  Responsible and accountable
-  Energetic
-  Team Player
-  Flexible

HOBBIES:

-  Traveling and Exploring New places
-  Volleyball and swimming.

PERSONAL DETAILS:

-  *Father's Name:* B R Dutta
-  *Mother's Name:* Sonia Dutta
-  *Date of Birth:* 18/04/1997
-  *Marital Status:* Unmarried
-  *Language Known:* Hindi, English
-  *Disability:* 44%, Bilateral Disability.

I acknowledge, the above details are true and best to my knowledge.

I hope to adhere to your requirements and aspirations.

Best Regards,

Manish Dutta.