

MANMOHAN SINGH

VPO,Bathu Tippi,Tehsil,Jaswan

Dist Kangra, Himachal.177112

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MOBILE NO: -09817656012

CAREER OBJECTIVE:

To create a position for myself in the highly competent world, through extensive knowledge & to face new challenges of life, utilizing my skills, blended with positive attitude and desire to excel. I have ability to work at extreme ends of organization working with a sense of ownership and giving maximum efforts to deliver extra and accomplish tasks, achieve goal of the organization.

WORK EXPERIENCE: MBA with 9.8 years

- Presently working with Study matrix As a quality Head In DDUGKY Project at Himachal Pradesh from 13 Aug 2021 to till date.
- Worked with Team lease as a State Head & Ouality Head in DDUGKY Project from Jan 2017 to 10th of July 2020.
- Worked as a District Coordinator , in CENTUM LEARNING LTD. State office MOHALI , DDU-GKY Haryana state from Nov 2015 to Dec 2016.
- Worked as a District Head, DDU-Gky, Pmkvy and NSQF Project in AISECT-NSDC State office Panchkula , Haryana from 8th April 2011 to 31st Oct 2015.

GOVERNMENT PROJECTS EXPERIENCE

DDU-GKY,HPKVN,HSRLM, NSQF, PMKVY, PSDM, STAR,

JOB RESPONSIBILITIES:**Key responsibilities as a Placement Coordinator, Dist Head, MIS & OTeamMember**

*Center management, Training activities in Center, MIS, etc. *Team handling (Counselor, trainers, mobilizer, marketing executive).

*MIS coordinator in DDU-GKY, PMKVY, PSDM & NSQF Projects.

*Counseling,Registrations, Exam conduction of Students, Database handling, Biometric attendance of students, TA/DA of candidates, MPR, MVR reports. *Co-ordination in Gov. Projects (STAR, PMKVY,DDU-GKY ,NSQF,etc.) *Placement activities of Students through Rojgar Mela.

*Coordination to PUNJAB NSQF Vocational Teachers.

*Recruitment, HR activities, Database handling of PUNJAB NSQF VTs..

*Co-ordination & skill trainings to PUNJAB AISECT branches.

*Designing PPT s(GRS, STAR, Kiosk, Staff training and Motivation)

*Campaign of STAR,PMKVY & DDU-GKY in Gov. and Private Colleges.

*Enquiry handling regarding admissions of DDU-GKY & STAR,

*Advertisement plannings, (Posters, Pamphlets distribution, etc.)

PROFESSIONAL QUALIFICATION:

Done **MBA in HR& Marketing** in year 2010 from PTU University.

ACADAMIC QUALIFICATION

Graduation From Govt college dhaliara in the year 2008.

Senior Secondary under H.P.S.E.B Dharamshala in the year 2005. Matriculation under H P.S.E.B in the year 2003.

KEY SKILLS:

- Polite, Sincere and self-motivated.
- Learn quickly and able to work under pressure.
- Results-oriented.
- Management, supervisory and training skills.
- Skills for Customer dealing, Customer services delivery, branches coordination.

COMPUTER LITERACY:

Software skills-

MS-OFFICE,TYPING

Operating systems:-

Windows XP , Window 7, Windows 8(All)

Data Base Management System:-

EXTRA CURRICULAR ACTIVITIES & ACHIEVEMENTS:

- Three times qualified DDU-GKY Esop certification ● Member of NSS in College.
- Two times awarded with Hardworking and Dedicated Staff.

PERSONAL PROFILE:

NAME	:	MANMOHAN SINGH
FATHERS NAME	:	SH.PRABHAT SINGH
DATE OF BIRTH	:	SEPTEMBER 29, 1987
GENDER	:	MALE
NATIONALITY	:	INDIAN
MARITAL STATUS	:	MARRIED
LANGUAGES	:	ENGLISH, HINDI,
HOBBIES	:	LISTENING TO MUSIC,
TRAVELING, WRITING	:	

DECLARATION:

Hereby declare that the information furnished above is true to the best of my knowledge and belief and I will work similar to that manner in which computer science engineering professional is supposed to.

Place: Kangra, Himachal

(Manmohan Singh)