

# Manoj Kumar Singh

Delhi, Delhi

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## Work Experience

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### **Member Administration**

Rose International - Delhi, Delhi

June 2012 to Present

Expertise summary

Computer Skills

\* Operating system- MS-Word, Ms Excel.

\* Microsoft Office & Internet.

### **Admin**

Drishtee Dot Com Ltd - Noida, Uttar Pradesh

August 2007 to Present

### **Retail sales Executive**

The Tara Handmade Paper Pvt Ltd Its My Ist Job - New Delhi, Delhi

February 1998 to Present

Januray

to October -2004 the key responsibility of making a invoice and challan and stock inventory and Sale and Ex-plain the products and Train the school children how can make a waste paper to new handmade sheets and make own stationery goods and how can protect our environments. and exhibit the handmade paper and products to Large Trade fair and display show.

### **Admin**

The Royale Park - Noida, Uttar Pradesh

August 2006 to August 2007

Executive 1 year.

\* I Worked with Charge Fitness Gym Indirapuram, As a Sr.Admin. Supervisor last 6 Month

### **Admin Executive**

Drishtee Development And Communication Ltd - Noida, Uttar Pradesh

February 2004 to August 2007

As office admin Executive and office front desk managements and all genral admin operations

### **In House Sales Executive**

Tara Handmade Paper Pvt Ltd - Delhi, Delhi

January 1998 to October 2004

Responsibilities

## Education

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### **Bachelor's in Arts Economics**

Delhi University - Delhi, Delhi

June 2009 to Present

## Skills / IT Skills

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- Basic Computer and Tally Erp-9 Internet Online Profile <http://Gmail.com>
- Basic computer software & Tally erp 9
- Remote Access Software