

# **CURRICULUM VITAE**

***MANOJ KUMAR SINGH***

**ADDRESS:**

***At+Po-Karembur, Ps-Khejuri***

***Distt-Ballia (U.P).***

***Pin Code.-277304***

***Mob. : - 07068785570***

***E-Mail:- manusingh020@gmail.com***

---

**OBJECTIVE:**

- I am the person who believe in only WINNER, Not failure because according to me "***WINNER DO NOT DO DIFFERENT THINGS THEY DO THINGS DIFFERENTLY.***" If I get an opportunity on your respected organization, then I can prove self and those work which is done by me.

**EXPERIENCE:**

- Working in Sun-Plant Agro Ltd. H.O. Katihar.Bihar 2 years. as a Computer Operator in District Katihar Office, Bihar
- working in.Samruddha Jeevan Foods India Ltd. Araria Branch (Bihar) As a Post Of Cashier from 2012 to 2013.
- Working with NSS security pvt ltd lucknow as a security guard since 2013 to 2014
- Working with SIS security Mumbai Kalyan as a Security Supervisor Since 2014 to Till now.

**Working Details of Samruddha jeevan ltd Post:**

- > Handle all cash work and payment and expenses.
  - Make cash log sheet and balance sheet & software entry.
  - Help & guide the junior Staff for various works.
  - All Accounts Work And cash business, deposite talley by me.

### **ACADEMIC QUALIFICATION:-**

<b>EXAMINATION</b>	<b>BOARD/UNIVERSITY</b>	<b>YEAR</b>	<b>AGGREGATE</b>
<b>MATRIC</b>	<b>B.S.I.C UP BOARD</b>	<b>2005</b>	<b>69%</b>
<b>INTERMEDIATE (I.A)</b>	<b>B.S.I.C UP BOARD</b>	<b>2007</b>	<b>65%</b>
<b>B.A</b>	<b>MAHATMA GANDHI UERVERSITY</b>	<b>2010</b>	<b>55%</b>
<b>MBA</b>	<b>PROCESSING IN ONE YEAR.</b>		

### **Professional Skills**

- positive attitude., positive thinking, able to team work.
- Handle Cash Responsibility, also team leader ship.positive results.
- Able to work in any shifts, following always company norms.
- work always with honesty and with trust.

1

### **TECHNICAL QUALIFICATION:**

#### **# Diploma in Computer Application (DCA)**

- **Fundamental**
- **Ms-Windows**
- **Ms-Office**
- **software sql; ASP.Net, PHP**
- **Hardware knowledge (windows install, software installation, networking**
- **Internet (Surfing, Chatting, Mailing etc.)**

➤ Talley

**LANGUAGE KNOWN:**

- Hindi - write, read and speak.
- English – write, read and something speak.
- Marathi – understand.

**TYPING SPEED**

HINDI : - 30 W.P.M.  
ENGLISH: - 45 W.P.M.

**PERSONAL DETAIL:**

Name : MANOJ KUMAR SINGH  
Date of Birth : 26 APRIL, 1991  
Father's Name : Shri. Ravindra Bahadur Singh  
Permanent Address : S/o- Ravindra Bahadur Singh,  
At+Po-Karamber, Ps- Khejuri  
Distt-Ballia (U.P.)  
Pin code-277304

Mob. No. –  
Gender : Male  
Marital Status : Unmarried  
Hobby : Jim For Best Health , Net-Surfing, Playing Cricket  
Reading.  
Nationality : Indian

**DECLARATION**

I here by declare that all information given above is true up to my knowledge.

DATE: - 25-01-2015

PLACE: -Ballia.

SIGNATURE

*(Manoj Kumar Singh)*