



Manish Sinha

Professional with a bachelor's degree in Electrical and Electronics Engineering. Looking out for opportunities where I can use my skills and knowledge to achieve organizational goals.



manishkusinha94@gmail.com



7978346059



Medical Road, Barbil

SKILLS

Microsoft Office

Basic C, C++

Windows

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

INTERESTS

Cricket

Gardening

Music

WORK EXPERIENCE

Offline Faculty

Apsara Tuition Center

07/2020 - Present

Barbil, Odisha

Achievements/Tasks

- Teach students as per curriculum and schedule.
- Resolve in-class doubts and improve the students satisfaction.
- Attend parent-teacher meetings and improve parents satisfaction.
- Evaluate and document students progress.
- Observe student discipline and fill in the required details on the reports.
- Allocate and discuss homework, assignments, and tests as per exam schedule.

Account Manager & Business Analyst 2&Four

06/2017 - 06/2020

Bhubaneswar, Odisha

Achievements/Tasks

- I was responsible to handle vehicle bookings and maintenance of assets.
- Handled monthly audit reports on vehicle booking volume, cash inflow and customer feedbacks.
- Developed booking strategies and setting targets.
- Identify operational weaknesses and help improve or innovate new processes to keep operation teams as efficient as possible.
- Coordinate with the operations team to measure the impact and efficiency of business processes improvements.
- Organize sales promotional activities along with the team members.
- Overseeing the customer service process.
- Handled customer complaints on assets brought to company's attention.

INTERNSHIPS & PROJECTS

Vocational Training at Jindal Steel & Power Limited (05/2016 - 06/2016)

Conduction Modes in Buck & Boost Converters (06/2016 - 11/2016)

EDUCATION

Bachelor of Technology

IIIT, Bhubaneswar

06/2013 - 04/2017

Electrical & Electronics Engineering

12th

St. Mary's School, Barbil

05/2011 - 03/2013

Science

ACHIEVEMENTS

Participated in National Level Science Talent Search Examination-2007

Participated in State Level Talent Search Examination-2001/02/08/10