**RESUME**

**MANOJA KUMAR MISHRA**

E-mail-mkmishranimapara@gmail.com

**Mob - 6371084453,9668667500**

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**Career Objective:**

To be an asset of the organization by using my knowledge, ability, skill and strength at any way which help to fulfill organization goals and objectives to become a most successful one among the all.

**About Myself:**

A self confident, hard working, honest, highly ambitious individual having the ability to react a leader at any situation.

**Key Skill:**

COMMUNICATION SKILL: - Good communication skill and quality of problem solving and willingness to learn abilities at any circumstances.

**Managerial Skill:**

Wisely solve all problems at situation as wise leader. Hard working sincere ability to understand and grasp quickly and effectively.

# **Professional Qualification:**

* Pursuing ICWAI course From ICWAI, CALCUTTA

**.**LL, B. DEGREE FROM D.S. LAW COLLEGE, KENDRAPARA

# **Educational Qualification:**

I have Passed H.S.C. in the year 1985, From Govt. Boys High School, Titilagarh

I have Passed +2 Sc. In the year 1988 from D.A.V. College, Titilagarh

I have Passed + 3 Com. From Kendrapara College,Kendrapara in the year 1991

# **Computer Skills:**

* Computer Course: Have completed HDCS with excellent performance.

In MS. WORD, MS EXCEL, MS POWER POINT, **FOXPRO, C, C++, PAGE MAKER, COREL DRAW, PHOTOSHOP, & TALLY PACKAGE**

**EXPERIENCE:**

1999-2008- Centre Manager/Office Administration Semiotics Computer Education, Bhadrak

2008-2016- Office in charge with D.T.P. Works at Ananta Balia Press, Nimapara,Puri

2016-30.11.2018- Office head and data entry works at Basundhara Estate Developers, Patia, Bhubaneswar,Odisha

19.12.2018-28.2.2019-Sansar Sahoo Civil and Mechanical Contractor, Plste Mill. JSPL,Angul,Odisha-Office in charge

# **PERSONAL ATTRIBUTES:**

* Excellent team work.
* Quick Learner, Optimistic and Dedicated.
* Ability to grasp new technology and tools quickly.
* Ability to works in a heterogonous environment.
* I excel on new challenges and meet the deadlines of the assigned task with good quality deliverable.

# **STRENGTH:**

Self confidence, hard working, honest, good patience and willingness to achieving the success.

# **Personal Profile:**

Name : **MANOJA KUMAR MISHRA**

Fathers’ Name : **DR. MADHUSUDAN MISHRA.**

Date of Birth 18.06.171

Address At-MahaveerColony,Nimapara,

Dist.-Puri,PIN-752106

Nationality : Indian.

Sex : Male.

Marital Status : Married.

Language Known : Hindi, Odia & English (Speak, Write & Reading).

# **Declaration:**

I hereby declare that all the statements made above is true, completed to the best of my knowledge and belief.

Date: 12.3.2019 Manoja Kumar Mishra

Place: **Bhubaneswar.**