**CURRICULUM VITAE**

Manoj Kumar Dubey

Email-Id:-manojwew07@gmail.com  
 M - 9716632039

E- 44A, Rajeev Nagar, Begum Pur,

Opp- Sec-22, New Delhi-110086



**CAREER OBJECTIVE**

To obtain a position as an MIS Manager in a well-established organization that will utilize my skills thereby contributing to the company's growth.

**EXPERIENCE**

**From 1st June 2019 till present in Push Sports LLP as an MIS-Executive & Administration.**

**Role & Responsibilities:**

* Responsible for having profound analytical and prioritization skills.
* Strong attention to details and high-quality output
* Proficient knowledge of MS Office.
* Responsible for a daily update of MIS report and mail.
* Responsible for preparing Revenue, Collection & Cost Analysis sheet.
* Responsible for student’s payment follow-up and admissions.
* Managing student’s admission and payment update on ZOHO portal.

**From 1st March 2016 till 31st May’2019 in Safeducate Learning Pvt Ltd. as an MIS-Executive.**

**Role & Responsibilities:**

* Responsible for managing multiple projects at or before deadlines.
* Responsible for having profound analytical and prioritization skills.
* Strong attention to details and high-quality output
* Proficient knowledge of MS Office.
* Responsible for preparing Revenue, Collection & Cost Analysis sheet.
* Responsible for a daily update of MIS report and mail.
* Coordinating with Centre employees and Students for Training & Collection through call and mail.
* Managing PAN India Training & collection reports.
* Keeping an updated record of PAN India students & Centre Management.
* Responsible for uploading data on NSDC Portal.
* Handling efficient operation and utilization of ERP.
* Responsible for presenting PPT for monthly, Quarterly, Half Yearly & Yearly Review.
* Managing Payment details for Consultant and Franchisee
* Provide online training to students & Employees on Data Analytics.
* Provide ERP Training to Internal Employees.
* **From 7th February 2012 till 28th February 2016 in Megha Buildhome Pvt Ltd. as an Office Coordinator.**

**Roles & Responsibilities-**

* Managing office Phone call, admin work, E-mail.
* Coordinate with Distributor and Contractor, Engineer & construction team.
* Delivering solution to customer queries.
* Keeping stock inventory check & make a smooth supply.
* All reports creating on Ms Excel.

**ADDITIONAL QUALIFICATION**

**Certificate in Logistics Excellence accredited by Chartered Institute of Logistics and Transportation (CILT) in 2016 from Safeducate.**

**Under this certification, the following modules were covered:-**

* **Logistics and Supply Chain Management**
* **Booking Process**
* **Transshipment Process**
* **Delivery Operation**
* **B2C, 3PL and VMI process.**

**ACADEMIC QUALIFICATION**

* Master in Computer Application from Mahatma Gandhi University, New Delhi in, 2014.
* Bachelor in Computer Application from Punjab Technical University, New Delhi, 2011.

**ADDITIONAL ATTRIBUTES**

* An accomplished professional with working experience in various fields like Marketing & Operations.
* Good at planning & implementation of ideas, activity sequencing, risk analysis to quality management

in adherence to quality guidelines & norms.

* Maintain interpersonal, organizational & troubleshooting skills along with an analytical view towards things.

**PERSONAL DETAILS**

Name : Manoj Kumar Dubey

Father’s Name : Late Sh. Inder Pratap Dubey

Date of Birth : 11th of January 1988

Sex : Male

Marital status : Single

Language : Hindi/English

Nationality : Indian

I, Manoj Kumar Dubey solemnly affirm that all information mentioned above is correct and accurate to the best of my knowledge.

**(Manoj Kumar Dubey)**

Date:

Place: