Name : MANOJ NEGI

Address : House No.414, Sector -15, Vasundhara Ghaziabad,

Uttar Pradesh - 201012

Contact : 9911778051

E-mail : nmanoj1987@ gmail.com

**EDUCATION QUALIFICATIONS:**

|  |  |  |
| --- | --- | --- |
|  | University/Board | Year of Qualification |
| B.Com | Shobit University | 2014 |
| 12th | N.I.O.S. Board | 2008 |
| 10th | C.B.S.E. Board | 2006 |

**COMPUTER SKILL:**

* One Year experience of MS Office and advance excel of {HLOOKUP, VLOOKUP, PIVOT TABLE and other’s formulas} and MIS Executive
* Knowledge of Internet
* Typing Speed 30-35 wpm

**EXTRA CURRICULUM ACTIVITIES:**

Hobbies: Listening Music, Playing Games

**WORKING EXPERIENCE**:

* 2012 to 2013, have 1 year of experience in MIS Executive in New Pearls Co. Pvt Ltd. Noida.
* 2013 to 2015, have 1 year and 6 months of experience in E-Government project in UIDAI project (Unique Identification Authority of India).
* 2016 have 2 year experience of MIS EXCECUTIVE in LICHTI KNOWLEDGE CENTER Vasnudhara Ghaziabad.
* Give a very high importance on the process and systems and keep every bit of work as professional as possible.
* Sound knowledge in handling all the demographic details of UIDAI project provided by client side.
* Playing an important role in providing a unique identification card to every individual as a proof of his/her residency in India.

**EMPLOYMENT RECITAL Project:-UIDAI Project October (2012) HCL Info-system Ltd:**

**Project 1: UIDAI AADHAAR BASED Project**

**Role: ASSOCIATE (APRIL TO present)**

**ASSOCIATE** to co-ordinate and deliver the complete infrastructure of UIDAI Project for Demographic details of a Person required for making AADHAAR CARD (UIDAI **Project,** which is part of the **E-Governance Plan** put forward by the Government of India).

**BIOGRAPHICAL DATA**:

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Read | Write | Speak |
| English |  |  |  |
| Hindi |  |  |  |

Born – Noida

Language Known:

(MANOJ NEGI)