**CURRICULAM VITAE**

**MANISH KUMAR JHA**

[**manishkumar03589@gmail.com**](mailto:manishkumar03589@gmail.com)

**House No.2388/1 Jha Colony,**

**Nr. Dokmandi Khadi, Amli Silvassa (D & N.H)**

**Contact no. 9033689272/9106269412**

**CAREER OBJECTIVES**

#### As a dedicative and hardworking person, I am seeking to utilize my skills and abilities in a challenging work environment, where I could apply my thoughts and efforts to attain professional growth and to work sincerely for the organisation’s goal for long time.

###### EDUCATIONAL DETAILS

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| **Degree/Course** | | **Institute** | | **Board/ University** | | **Year** | **Grade** |
| DIPLOMA  (Electrical Engg.) | | DR.BBA Govt. Polytechnic  Karad Silvassa | | Gujarat Technological University | | 2015 | 66% |
| H.S.C | | Government High School  Silvassa | | Gujarat Board | | 2009 | 52% |
| s.s.c | | Government High School  Silvassa | | Gujarat Board | | 2007 | 50% |

COMPUTER/TECHNICAL KNOWLEDGE

* Proficient in working on Microsoft word, Excel, Power point & Internet.

**WORK EXPERIENCE**

* Working as a **Field Supervisor** at Pristeen innovation Pvt. Ltd. For **DNHPDCL Silvassa** From 05/08/2018 To Till Date.
* Worked as a **Data Entry Operator** at **BANCE ENTERPRISES** Silvassa From 01/04/2016 TO 30/04/2018.

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| JOBPROFILE |

* Knowledge of ERP software for preparing a production declaration, gate pass, Internal indent, PR, MIS report & Audit report etc. Software related any work can do.
* Solving just like of Technical problem like Electrical, Mechanical & Processing etc.
* Installing a Modem for HT Line in different different sites in D.N.H. for DNHPDCL silvassa.
* Set program at HT line in Modem for DLMS & N/DLMS.
* Set program in meter and modems at sites .
* Put entry in M-Cubed software of modem installed at sites for GPRS/ONLINE reading.
* Put scheduled for modem installed in M-Cubed after entry of modem installed, for result whether it is success or failed for Online GPRS Tracking or Reading.
* Configuration of Prodigy meter at different – different sites in DNH Silvassa.
* Send a soft copy of all reports through E-MAIL for Department and Employer.
* Installation of Single Phase / Three phase Energy Meter in Silvassa For DNHPDCL, at different Sites.
* Daily date wise entry in Microsoft Excel Sheet of installing a Single Phase Energy Meter.
* After installed Single phase energy meter in different - different sites those reports are submitted to Junior Engineer(JE) for verify and also seal and signature for it.
* Daily Data declaration in excel format & ERP software.
* Preparing ISO report & Data report related to it.
* Take responsibility for any work and give expected result.

#### AWARDS & ACHIEVEMENTS

* Won 2nd prize in Running competition in Govt. High school silvassa for 500 meters.

#### EXTRA CURRICULAR ACTIVITIES

* Participated in many sports activities such as cricket & volley ball.

**KEY SKILLS**

* Quick Learner
* Learning Attitude
* Accept Responsibility
* Team Work

PERSONAL INFORMATION

**Name** : Manish Kumar Jha

**Father’s Name :** Harekishan Jha

**Date of Birth :** 29/10/1990

**Marital status :** Married

**Gender :** Male

**Language Known :** English, Hindi & Gujarati

**Hobbies**  **:** Playing Cricket & volley ball etc.

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| DECLARATION |

I hereby declare that the furnished above information is true and correct to the best of my knowledge.

**PLACE :SILVASSA**

**DATE:**

**(MANISH KUMAR JHA)**