**CURRICULUM –VITAE**

**Manoj Kumar**

A-10/173 G/F KH NO 239 PLOT NO B 615

NEAR BY KARDAM CHOWK, GHAROLI

EAST DELHI-110096

Mob. 9650379032

E-mail-: Manojkr468@gmail.com

# ➢Objective:-

A Responsible and Challenging position where I will use abilities skill and dedication towards duties with and aim of Companies Growth.

# ➢Education Qualification:-

* 10th Passed from Delhi Board.
* 12th Passed from Delhi Board.
* Graduated from Meerut University.

# ➢Technical Qualification:-

* Basic knowledge of computer
* MS Word
* MS Excel
* Internet

# ➢Career History:-

❖ I have worked with **Altos**. As a Charges poster since July 2013 to Dec 2015.

❖I had worked 2 years as Charges/Payments Poster in **Pacific BPO** **PVT.LTD** and 4 Years a Quality auditor for both payment/Charges since Jan 2016 to till date.

**Software knowledge**

1. Care cloud
2. ECW
3. ADS
4. Amkai
5. Vericle
6. Criterions.
7. NYCA

# ➢Personal Status:-

Father Name : Mr. Jaipal Singh

Gender : Male

Date of birth : 24/07/1991

Marital Status : Married

Nationality : Indian

Religion : Hindu

Language : Hindi & English

Hobbies : Watching Movies & Playing Cricket

**Place……………………………..**

**Date……………………………… (Manoj Kumar)**