**MANISH KUMAR**

D-26, STREET NO:-1, LAXMI NAGAR,

DELHI:-110092.

Phone: +91-9711665406

E-mail Id: mk2781992@gmail.com

**CAREER OBJECT:**

To seek every Opportunity as a challenge and put my best level efforts, skills & intellect to come up to the Expectations of the Organization, Work in a dynamic and progressive Environment, looking for challenging Opportunity where I could Significantly Contribute to the Organizations Cause .

Job Objective Seeking work as Online Merchandiser with growing business where I can put my training and experience to good use.

**Highlights of Qualifications:**

* **Vast experience in online retail product merchandising**
* **Expertise in Site Usability and consumer buying behaviours**
* **Profound knowledge of marketing fundamentals, content creation and integration, ECommerce, marketing promotion and campaign development**
* **Strong understanding of brand building and value**
* **Excellent time-management and organizational skills**
* **Proficiency with desktop applications and Windows-based programs**

**Job Responsibility:**

* **Responsible for Manpower Planning and Management.**
* **Handle all the queries regarding the dispatch of the product.**
* **Maintain inventory movement & aging report daily basis.**
* **Monitoring dispatch activity by workers like picking, QC and packaging.**
* **Physically check quality of product and check it by scanning.**
* **Co-ordination with internal & external department for timely delivery.**
* **Team handling of more than 30 members.**
* **Team leading, motivation. Daily performance, timely meeting.**
* **Planning for responsibility & duties of Data operators and workers.**
* **Maintaining records of important documents.**
* **Handling overall warehouse and operations activities.**
* **Coordinate with photography team regarding the current pendency.**

**Working Experience:**



* Deepak Enterprises

As an E-Commerce Executive, Since Nov 2014 to May 2015.

* Stok International

As an Online Merchandiser, Since January 2015 to April 2016.

**Receptionist in MG Gym Madhu Vihar, May to November.**

**Housekeeping Supervisor**

* **Bagsons Hitech Valley**

As a Housekeeping Supervisor, Since January 2017 to January 2019.

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**Job Responsibility:**

**1) Responsible for the entire operations in Housekeeping department.**

1. **To achieve high degree of customer satisfaction by providing prompt, courteous & efficient service to all residents.**

1. **Responsible for maintaining records pertaining to H.K.**

1. **Shall be responsible to supervise the team and handle the overall functions of Housekeeping including public areas.**

1. **Prepare the duty roaster**

1. **Ensure all equipment & furniture are maintained, & kept in good working condition.**

1. **Responsible for training and grooming of all the HK employees**

1. **Responds quickly to guest requests & complaints.**

1. **Monitor the cleaning material and machinery used.**

1. **Prepare deployment schedule of HK staff.**

1. **Prepare various check lists as per the area.**

1. **Attend all housekeeping related client complaint directly and after taking action personally to give feedback.**

1. **Inventory / Stores management of HK consumables.**

1. **Maintenance of HK equipment & machinery.**

**.** **Educational Qualifications:**

* + **B.COM from,** Vinayaka Mission University **2015.**
  + **Class 12th** from, UP board in 2010.
  + **Class 10th** from, N.I.O.S Board in 2008.

**PROFESSIONAL QUALIFICATION**

Certificate Course in Computer **HARDWARE & NETWORKING** from **M.S.M.E (**OKHLA)**.** Diploma Course in **Sanitary Inspector** from **AIILSG (JANAKPURI)**.

# TECHNICAL QUALIFICATION

**Operating system**

Windows 95,98, XP, vista, Windows 07,08 office (2003,2007 )& latest versions.

***TEXT & GRAPICS PACKAGE***

MS-office (Word, Excel, PowerPoint).

# PERSONAL PROFILE

* NAME :- MANISH KUMAR
* FATHER’S NAME :- RAKESH KUMAR
* DATE OF BIRTH :- 27 AUG 1992
* SEX :- MALE
* MARITAL STATUS :- UNMARRIED
* LANGUAGE KNOWN :- ENGLISH & HINDI
* NATIONALITY :- INDIAN

# DATE: (MANISH KUMAR)

***PLACE:***