**RESUME**

**MANOJ SINGH**

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Village- Prasando, PO- Parsando, PS- Haweli Kharagpur, Dist- Munger, (Bihar), Pin- 811213

**CAREER OBJECTIVE**

To work in a Company where I can use my knowledge and skills to achieve the organization objective and get conductive environment to learn and grow.

**PROFESSIONAL QULAIFICATION**

* **ADVANCE DIPLOMA IN COMPUTER APPLICATIONWITH 85% IN 2006.**
* **CYBER SECURITY PROFESSIONAL BASIC COURSE IN 2020.**
* **THE FUNDAMENTALS OF DIGITAL MARKETING IN 2020.**
* **TELECENTRE ENTREPRENEUR COURSE (TEC) IN 2020.**
* **ADVANCE EXCEL WORKSHOP.**
* **DIPLOMA IN WORK PLACE SAFETY AND HEALTH.**
* **INDIAN INSTITUTE OF BANKING & FINANCE (An ISO 9001:2015 Certified) (IIBF).**

**ACADEMIC CREDENTIALS**

* 12TH CLASS FROM BSEB BOARD WITH 60.7% MARKS.
* 10TH CLASS FROM CBSEBOARD WITH 37.1%MARKS.

**SKILLS**

SOFTWARE :- MS-WORD,MS-POWERPOINT,MS-EXCEL, INTERNET, PHOTOSHOP**.**

**STRENGTH AND WEAKNESS**

* **STRENGTH:**ADAPTABLITY, FLEXIBLE,OPTIMISTIC,FAST-DECISION MAKING.
* **WEAKNESS**: STRAIGHT FORWARD,TAKE DECISION VERY QUICKLY.

**EXPERIENCE**

* I HAVE ONE YEAR AND SIX MONTHS EXPERIENCE FROM SWASTIK COMPUTERS, BOKARO, JHARKHAND AS A DATA ENTRY OPERATOR AND OFFICE ASSISTANT (15TH OCTOBER 2004 TO 31ST MAY 2006).
* NOW I AM WORKING IN LARSON AND TOUBRO LTD UNDER DDUGJY PROJECT, DEOGHAR AS A DATA ENTRY OPERATOR AND PLANNING ASSISTANT (FROM 13TH AUGUST 2018 TO TILL DATE).

**PERSONAL DETAILS**

NAME : MANOJ SINGH

FATHER’S NAME : LATE HARGOURI SINGH

DATE OF BIRTH : 09TH AUGUST 1981

GENDER : MALE

MARITAL STATUS : MARRIED LANGUAGES KNOWN : ENGLISH & HINDI NATIONALTY : INDIAN

HOBBIES : WORKING AS CO-ODINATOR.

**(MANOJ SINGH)**