

RESUME

MANISH PANDEY

P.O. : Ganyadoli, Tehsil- Ranikhet
Distt. :Almora (Uttarakhand)
Contact No : +917668179141
[Email : manoharpandey000723@gmail.com](mailto:manoharpandey000723@gmail.com)

OBJECTIVE:-

- To obtain a challenging position with leading organization that would facilitate transformation of my ability and skill to create value for the company, customer and myself.

ACADEMIC QUALIFICATION:-

- Matriculation from V.V.M Bageshwar with 53 % marks.
- 10 + 2 from Uttarakhand Board with 53 % marks.
- B.A. from P.G College Bageshwar Uttarakhand.

JOB EXPERIENCE :-

- Company: **Om Logistics Ltd.**
- Designation: Cashier & Data Entry Operator and also Handling all Operation work.
- Duration: 01 June 2015 to 2018.

(ii) Company:- KIFTPL Kashipur

- 01 Years' experience (Export-Import documentation Center)

STRENGTH :-

- Dedication to work.
- Competitive, Positive, Innovative and Self Motivated attitude.

COMPUTER PROFICIENCY:-

- One year computer Basic Certificate from Bageshwar Institute.
- Basic knowledge on MS-Word, MS-Excel and MS-PowerPoint.
- Working knowledge of internet.
- Tally ERP-9 With GST (FRESHER)

PERSONAL DETAILS:-

Name	: -	Manish Pandey
Father's name	: -	Sh. Vinod Chandra Pandey
Date of birth	: -	23/05/1990
Marital status	: -	Married
Sex	: -	Male
Language known	: -	Hindi, English
Date.....		
Place.....		(Manish Pandey)