

# RESUME

**MANISH PANDEY**

P.O. : Ganyadoli, Tehsil- Ranikhet  
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## **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)