*RESUME*

Manish Kumar Gurnani

Near Jama Masjid Civil Line Road,

Infront Of Saroj Convent School,

Tikamgarh (M.P.) 472001

Contact No: 8871268699

Email ID: Manishgurnani1@gmail.com

***OBJECTIVE*:**

Seeking a Dynamic and Challenging Position on a Rapid Growing Organization and Desire to Show efficiency and skills with completing the goals and objective of the company.

**EDICATION QUALIFICATION:**

* Passed Higher Secondary School From National Open School.
* Passed High School From Saroj Convent School From M.P. Board.

**OTHER QUALIFICATION :**

Diploma in Computer Application. (D.C.A.)

**COMPUTER KNOWLEDGE :**

Proficiency in Microsoft Office, Google Apps, Sales force, Tally, Photoshop, PageMaker, Hardware & Software

**WORK EXPERIENCE:**

* 1 Year Experience with Prompt Computer Service as a Computer Operator in Madhya Bharat Gramin Bank Baldevgarh Branch in Tikamgarh.
* 14 Month Experience with MIRAJ’S Supermarket as a Supervisor in Cameroun (Africa).
* 11 Month Experience with Teleperformance (Airtel) as a Customer Care Executive in Indore.
* 10 Month Experience with First Source Solution Private Ltd. (Airtel DTH) as a Customer Care Executive in Indore.
* Since Last 30 months working with the Teleperformance as a customer care executive for PhonePe process.{SME-subject matter expert} & as a Merchant Trainer.

**PERSONAL SKILLS:**

Excellent verbal and written communication skills, ability to deal with people diplomatically, willingness to learn team facilitator and hard worker.

**STRENGTH:**

Hard Working, Friendly, Positive Thinker, Good in Team Work.

**PERSONAL PROFILE:**

Father Name : Late Shri. Bhagwan Das Gurnani

Date of Birth : 27th Dec 1988

Marital Status : Unmarried

Language Known : French, English, Hindi & Sindhi

Permanent Address : Near Jama Masjid, Civil Line Road, Infront

 Of Saroj Convent School, Tikamgarh (M.P.)

Hobbies : Playing Billiards,

**DECLARATION:**

I hereby declare that the above information is true to the best of my knowledge and belief.