



MANISH KUMAR

H – 113/2 A Block Sindhu farm road
Meethapur ext., Badarpur ND - 44

WORKING EXPERIENCE & SKILLS

EVENT COORDINATER (OPERATIONS) • ESHANKA WAHI ENTERTAINMENT PVT. LTD. • 1ST AUG 2016 TO 29TH JULY 2018

- Coordination in event planning as an assistant Operational Manager
- Connected through various vendors through field work and meetings On behalf of the Company.
- Making data reports of incoming and out- Going in excel, updating of data sheets report on daily basis in system.
- Basic knowledge of Computer applications. Trouble- shooting and expertise in using search engine Tools and Customer & Calling Both Handling
- Scanning and Filling works
- Expert in Internet surfing, mailing, spreadsheets, Data entry, Mail merge and other Typing 25 – 30 wpm speed knowledge of Ms. Excel word, Power point, Pivot Tables, Data Validation, Etc.

OPERATOR • WAHI & CO. LLP • 3RD SEP 2018 TO 28TH MAR 2019

- Mailing and Searching Data for Other Operators and Field Work

AMAZON ASSISTANCE • NK GLOBAL • 16TH APR 2019 TO 25TH OCT 2019

- Manage Order, Processing, Ship mark, Product Listing, Upload Amazon Bulk Sheet in Supplier Tree, Manage Return Orders
- Track Orders Movements Keep Logs Updates
- Packed and Printed Label verify before paste on product.
- Check Order Sheet to determine Which order is duplicate
- Check Materials Coming from Supplier

OBJECTIVE

To provide efficient work to the organization with my best performance in whatever I do. To help the organization grow through high standards of professional excellence, learning and unceasing team spirit.

QUALIFICATION

- Matriculation (10th) from C.B.S.E
- Intermediate (12th) from C.B.S.E
- 2nd year from DU
- Basic Computer Course from MCC

PERSONAL STRENGTH

Sincere, Hardworking, Knowledge of computer technology, Intelligent Creative, Quick learner, Punctual, Team-working skills, Goal Oriented Self-motivated towards work.

DATE & SIGNATURE

Date :

Signature :



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MALE



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29/DEC/1997

