**Mr. Manoj kumar**

E- mail: manojkumarvisualart786@gmail.com

Mobile no: 9650279970

**Job Objective:**

Seeking the position of art assistant in your school to utilize my rich past experience to bring about swift operational developments and carry out the responsibilities with utmost dedication.

**Personal Summary:**

• Wide experience of 8 years in Admin assistant & Art assistant. store assistant

• Strong focus on details and ability to carry out the work exactly as ordered

• Strong work ethics and integrity towards the job

• Excellent communication and interpersonal skills that make it easier to get the work done smoothly around places

• Strong organizational skills and great focus on problem solving rather than just endlessly discussing about the problems

**Skills Summary:**

• Excellent communication skills with fluency in both writing and speaking in the Hindi language. Proficient with English language.

• Expertise to work on Windows & Mac operating systems .

• Strong analytical skills used for problem solving, thus enhancing the performance

• Expertise in Microsoft Office (Excel, Word, and PowerPoint), Adobe photoshop skills

• A long time experience with DLSR (Digital Photography).

**Art Skills**

• Painting (acrylic oil) & , Drawing , Printmaking , Paper cutting & pasting , Spray painting , Paper craft ,Mask making, pottery (Fairing & glazing), Paper making

**Professional Experience:**

**Visual Art Assistant, Pathways School Noida, 2010 to till date.**

**Educational Background:**

2016: BA from Manva Bharti University, UP.

2013: Intermediate Drawing grade Examination (Commercial Art, Fine Art, and Foundation),IGD Bombay, Government of Maharashtra , Grade A

2010: 12th Passed from UP Board Allahabad, UP.

2008: 10th Passed from UP Board Allahabad, UP.

**Personal Details:**

Father’s Name : Late Dhanapala Singh

Mother’s Name : Mrs. Kela Davi

Date of Birth :10th July1989

Nationality : Indian

Marital Status : Married

Sex : Male

Religion : Hindu

Language : Hindi & English

**Address:**

**Manoj kumar**

Sadarpur, Noida Sector - 45

Post: Sadarpur, (near Kashi Ram Flat)

Noida, Uttar Pradesh

Pin: 201302

**Manoj kumar**

Noida

DATE: