**Curriculumvitae**

**MANISH KUMAR**

**Address**   
B-222/10,

Prem Nagar-3,Gaurav Nagar-2,

Kirari Suleman Nagar, Nangloi,

New Delhi-110086  
**Contact Details**

Contact No. 7053277553, 7217847557

Email Id. Manish19396@gmail.com

**Career Objectives**

To seek a challenge career in an organization having the environment that encourages continues learning and proving me with ambience and opportunities for my Personal and Professional Growth.

**PERSONAL INFORMATION:**

# Date of Birth : 19-03-1996

# Father name : Mr. RAMDAS SHARMA

# Gender : Male

# Religion : Hindu

# Nationality : Indian

# Marital Status : Married

# Educational information:

# 10th Passed from CBSE Board Delhi.

# 12th Passed from CBSE Board Delhi.

# B.A Graduate from School of Open Learning

# SPECIAL SKILLS:

* Flexible and innovative
* Goal oriented positive and supportive
* Good communication and organization skills
* Punctual and self-confident.

# HOBBIES & INTERESTS:

* Reading Books.
* Playing Games.
* Listening Songs.

**Typing Skills:**

* English Speed **35+**
* Hindi (Done through Google Input Tool)

# OTHER TECHNICAL SKILLS:

* Good knowledge of Computer  
  MS-Word, MS-Power point, MS-Excel, Advance Excel etc.
* Social Networking

**WORK EXPERIENCE:**

* 1 Year of Experience of Data Entry Operator
* Good Command over following formula’s  
    
  Vlookup, Hlookup, Reverse Lookup, Index Match, Substitute, Concatenate, Conditional Formatting, Data Validation, Sum, Sumif, Sumifs, Count, Countif, Countifs, Counta, Countblank, Randbetween, Len, Trim and Color sorting, Use of Filter etc.

**LANGUAGES KNOWN:**

* English
* Hindi

# DECLARATION

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

# DATE:

# PLACE: (MANISH KUMAR)