



MANOJ KUMAR

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CAREER OBJECTIVE

To join an organization that provides me an opportunity to utilize my talents and an environment to enhance my technical skills and to learn and explore new areas.

ACADEMIC QUALIFICATIONS

Qualifications	Board	Year of passing	% Marks
PG-Diploma	Dayalbagh University	2018	57
B.Tech	UPTU (IMS Ghaziabad)	2014	58.34
12th	NIOS	2009	65.6
10th	CBSE	2006	50

COMPUTER PROFICIENCY

Operating System	Windows (7 , 10) and Linux (Ubuntu)
Microsoft office	Excel ,word , power point
Skills	Google analytics, Keyword Research

EXPERIENCE

- Apprentice (August 2016-August 2017) DRDO New Delhi
Working as Apprentice in DRDO. Where I worked in a team my key role is to design a web portal (front-end) and provide back-end connectivity.
- HDB Financial services (oct-2020-till now)
Sales Coordinator for West UP
*Hiring new candidate , Monthly sales Track.
*Handle the processing of all orders with accuracy and timeliness
- Pon Pure Chemical Private Limited (Nov-2022-Till Date)
Coordination Executive
* Prioritize own workflow and allocate work to others and assist in establishing their priorities
* Handle the processing of all orders with accuracy and timeliness

CERTIFICATION

- BIG DATA (101) IBM 2018
- Fundamentals of digital Marketing (june 2020)

EXTRA CURRICULAR ACTIVITIES

- Participated in the Poster Presentation in Inter College Technical Fest (COMPRIX RELOADED 2012), IMS Engineering College.
- Participated in seminar in Inter College Technical Fest (COMPRIX RELOADED 2012), IMS Engineering College.
- Presented a Technical poster on Artificial Intelligence in an Inter College student seminar on “RECENT TRENDS & FUTURE PROSPECTIVE OF ENGINEERING AND MANAGEMENT TECHNOLOGY (RTFEM 2012)” held on 6th October, 2012.
- Participated in education programme on “Information Security in Web based services” (Nov 2016)

HOBBIES AND INTEREST

- Reading , Internet surfing

PERSONAL INFORMATION

Name	Manoj Kumar
Gender	Male
Date of Birth	19 th -Feb-1990
Father's Name	Mr. Pramod Kumar
Mother's Name	Mrs. Shashi Bala
Nationality	Indian
Permanent Address	23, Pushp Nagar near Nehru Enclave Agra,(UP)
Pincode.	282001

SUMMARY

- A computer science graduate, with time management and problem solving skills.
- Capable of picking up new technologies with a minimum learning curve.

DECLARATION

(I hereby declare that the above information is true to best of my knowledge)

DATE:
Agra

Manoj kumar