

CV

Manoj Kumar

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A result-oriented professional, aiming for assignments in **Office Administration** with a leading organization of repute.

PROFILE SUMMARY

- A competent professional with experience in **Office Administration** for the work of day to day activities in coordination with the Internal / External departments for smooth business operations
- Responsible for all aspects of office tasks like Sale Invoices of in Tally Preparing Proforma Invoices, Purchase Orders, Establishing and Maintaining files & records for the office
- Responsible for searching customer through internet and sending introduction e-mails, generate inquires and sending price Quotation to them through e-mails
- Preparing customer data base and other company related data entry work like Production Data, Incoming Outgoing Detail, Inventory Detail etc.
- Coordinating with Factory for dispatch of material & looking after the dispatch of finished products in Domestic market.
- Currently working in MSME Development Forum a NGO organizing events to promote MSMEs in the country .

COMPUTER SKILLS

- Well versed with MS Office (Word, Excel, PowerPoint & Outlook), Internet & cloud computing based Applications.
- Basic Knowledge of Computer Hardware & Networking.
- Primary Knowledge about Digital Marketing.
- Online Research for Gathering various work related Information.

ORGANIZATIONAL EXPERIENCE

From November 2018 onwards **MSME Development Forum, G. K II New Delhi**

From July 2013 to March 2018 **Kapex Scafform, Ludhiana** as a Office Executive

From February 2010 to June 2013 **York Exports, Ludhiana** as a Computer Operator

ACADEMIC DETAILS

- One Year computer course with basics of Computer Accounts (2002-03)
- Graduation (Arts) with 58% marks from D.A.V College, Phillaur Affiliate to G.N.D.U Amritsar (April 2001)
- 10+2 with 62% marks from D.A.V Sr. Sec.School Apra Affiliate to P.S.E.B Mohali (March 1998)
- Matriculation with 64% marks from D.A.V Sr. Sec.School Apra Affiliate to P.S.E.B Mohali (March 1996)

PERSONAL DETAILS

Date of Birth: 02-02-1980

Father's Name: Lt. Sh Harbans Lal

Mother's Name: Smt Shashi Bala

Nationality: Indian

Address; RGB 186, DDA Flats, Cement Godown
Raghubir Nagar, New Delhi

Marital Status: Single

Languages Known: English, Hindi & Punjabi

Hobbies: Reading & Sports