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**CURRICULUMN VITAE**

**Manoj**

[**Manoj.384871@2freemail.com**](mailto:Manoj.384871@2freemail.com)

I am enterprising young professional intending to obtain a platform which will allow me to utilize my Technical Skills, experience and willingness to meet organization objectives successfully. I have dynamic personality to stimulate and engage with people.

**Experience**

**Accountant / Sales**

Maden Traders and suppliers

3/2016 – 7/2017

* Stocks keeping and maintaining financial transactions..
* Interaction with customer directly regarding product deal.
* Maintaining Office and store room's display attractive.
* Supervise three co-workers in manufacturing depart according to the customer's demand in market.

**Sales / Promoter**

Sunshine Mobile and Accessories

9/2017- 6/2018

* Maintain Daybook and all financial transaction
* Product dealing and advertising the product through social network.
* Helping customer for choosing the right product as per the need

**Extra-Curricular**

**Youth Red Cross Circle/Team Leader**

Oct 2014 – Sep 2015

* Manage committee of 13 Students
* Conducted blood donation campaign successfully

**Skills**

**Training Completed :**

* Organizational Development
* Electronics
* Facilitator and Anchoring
* First Aid
* Basic Driving

**Computer:-**

* Basic Computer knowledge

**Highlights:**

* Adaptability accepts and supports the need for change whenever there is ambiguity.
* Identifies opportunities to use company resources
* Very good logical and analytical skills
* Excellent in interpersonal and decision-making ability .
* Reliable and hardworking
* Excellent interpersonal skills with customers
* Dedicated to improving skills, able to quickly learn new systems and technologies

**Academic Credentials**

###### Secondary Level from Little Flowers Secondary English Boarding School

* **Higher Secondary Level**From Shree Janasahayog Higher Secondary School / Management

**Personal Details**

Date of birth : 02.10.1996

Married Status : Single

Nationality : Nepal

Languages Known : English (Fluent speaking & writing)

Hindi

Nepali ( Mother tongue )

Strength : Proactive , Innovative , Commanding Voice ,

Team player , Honest , Dynamic

Weakness : Emotional , Cannot say no!

Interests : Swimming , Listening Music and Travelling.

**Declaration**

Looking forward positively to have a good chance to work in yours company with suitable job matching profile to show my best efficiency