

# MANOJ KUMAR SHARMA



## OBJECTIVE:

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To be an asset in an organization by applying my qualifications, skills and job experience for the growth & success of the organization.

## EXPERIENCE:

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**Jan. 2020–Till date at Anand Engineering College, Keetham, Agra.**

### **Office Executive**

- All Administrative Works related to Student Connect Program, Central Admissions Cell, Computerized Accounting, Fees Collections, & HR Department.

**Sept.'2008–Dec.'2019 at Hindustan College of Science & Technology, Farah, Mathura.**

### **Office Executive**

- All Computerized Accounting & Administrative Works related to Academics, Fees Collections, Exams, Admissions, Alumni Data, HR Records etc.

**Jan. 2001–Sept. 2008 at Pooran Chand Arya Educational & Welfare Society, Agra (Governing- Aryan Instt. of Mgt & Com. Studies, Agra)**

### **Computer Operator cum Accountant -**

- All Computerized Accounting Works related to College & Society.
- All Banking Works related to College & Society.
- Keeping Record (Filing) of Concerned Activities.

## EDUCATIONAL QUALIFICATIONS :

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### **1996-1999 B.Com. (Bachelor of Commerce)**

- from S.R.K. (P.G.) College, Firozabad (Affiliated Dr. B.R.A. Univ. Agra)

### **1994-1996 Intermediate (12<sup>th</sup>) with Commerce**

- from Th. Biri Singh Inter College, Tundla (U.P. Board, Allahabad)

### **1992-1994 High School (10<sup>th</sup>) with Science-Biology**

- from Th. Biri Singh Inter College, Tundla (U.P. Board, Allahabad)

**EXTRA QUALIFICATIONS :**

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- Certificate of Training in “Manual & Computerized Accounting” from S.S. Computer, Agra in the year 2000.
- Certificate of Training in “Computer Operating” from S.S. Computer, Agra in the year 2000.
- **Computer Skills**-MS-Windows, MS-Office (Word, Excel etc.), Window Tally, ERP System, Internet etc.
- **Typing Skills**-Hindi & English on Computers.

**PERSONAL INFORMATION:**

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Father's Name	_	Late Shri Jagdish Prasad Sharma
Mother's Name	_	Smt. Satyawati Sharma
Date of Birth	_	15.08.1979
Category	_	General
Marital Status	_	Married
Family	_	Spouse and Three Daughters (17, 12 & 7 yrs)
Mailing Address	_	633 Mohalla bazar, Chulhawali TUNDLA
E-mail	_	sharmamanoj2007new@gmail.com
Phone No.	_	9897110932, 8630648291

**FOR THE POST OF: H R Manager**

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**Date: 19/09/2024**

**(Manoj Kr.Sharma)**