

## **Career Objective:**

To achieve high career growth through a continuous learning process, stability and keep myself dynamic, visionary and competitive with the changing scenario.

## **Academics:**

Completed M.B.A with HR & Marketing from Devi Ahilya Vishwavidyalaya, Indore  
Completed B.Com with Computer Application From Vikram University, Ujjain.  
Completed Higher Secondary Certificate Examination From MPBSE, Bhopal.  
Completed High School Certificate Examination From MPBSE, Bhopal.

## **Past Experience:**

### **Siddhi Vinayak Bake-Well Private Limited Dewas (M.P)**

*(From October 01, 2023 to Jun 04, 2024 as a Junior Officer in HRD)*

Siddhi Vinayak Bake-Well Private Limited Is a Private Incorporated on 04 August 2011, **Parle** Food Processing Manufacturing Company, Manufacture Biscuits as:- Krackjack, Monaco etc.

### **Brisk Learning Solution, Indore (M.P)**

*(From May 03, 2022 to July 31, 2022 as a Business Development Executive)*

Brisk Learning Solution is empowering school & educators with affordable, quality tech & content Solution. Head Office in Mumbai.

### **Shopkirana E Trading Private Limited, Indore (M.P)**

*(From April 19, 2019 to May 19, 2019 as a Marketing Manager)*

Shopkirana is a B2B -Commerce Company Focused on technology and supply chain innovation that aims to empower retailers to be competitive by providing technology, Operational expertise and scale advantage. Head office in Indore.

## **Computer Skills:**

Good Command in MS Office (Word, Excel, PowerPoint etc.)

Good Knowledge of Online work & Data Entry.

Completed D.C.A a Computer Application Diploma Conducted by Govt. of Madhya Pradesh.

## **Key Responsibility:**

Maintain Personal Files of Employee and Contractor.

Maintaining Attendance/record in Excel Sheets.

Maintaining presence for the government inspection on specified register.

Maintaining Record of gate passes. (Personal & Official)

Updating all Employees Personal File.

Monitoring Contract Labour.

Analysis of casual manpower in accordance with various departments.

Preparing latter head/Pad or GST bill after making Salary.

Maintaining stock data entry in excel & Register.

Maintaining cash & Cheque entry on the payment Voucher.

## **Payroll:**

Collect all Attendance & Verify daily attendance.  
Distribution of Salary Slips to all the employess.

## **General Administration:**

Security, Housekeeping, Transportation and Office Management.

## **Extra-Curricular Activities:**

Attended workshop on IT Cell (Data entry on ERP) at Gajra Gears, Dewas  
Attended workshop on Marketing& Leadership at Indian Institute of Management (IIM), Indore  
Prepared report on Krystal Fashion Jewellery in Indore.  
Former Karate Champion "World Funakoshi Shotokan Karate Organization" till Blue Purple Belt.  
Completed ChatGPT In Excel E-Learning Course By Satish Dhawale.  
Completed CRM Domestic Non-Voice Hindi By Skills Trainer.  
Completed Sales Executive- Dealership Course by ASDC.

## **Personal Information:**

<b>Current CTC</b>	: 1.8 Lac
<b>Date of birth</b>	: 21/08/1998
<b>Address</b>	: 48, Sector A M.I.G, Word No.2, New Dewas, Dewas
<b>Behavioral Skills</b>	: Time Management, Team Work, Leadership, Result Oriented.
<b>Strengths</b>	: Belief System, Patience, Quick & Always eager to learn technologies.

## **Declaration:**

I hereby declare that the information provided above is true to the best of my knowledge.

**Date:**

**Place:**

**Manvendra Singh Chandel**