

MANISH BANDIYA

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26, Kirti Nagar, Indore Road, Ujjain, (M. P.), 456010, India.

RESUME OBJECTIVE

● Aim to work in challenging environment that will present me with the opportunity to put my abilities towards my growth in the respective field.

EXPERIENCE

● Computer operator (Office Assistant) 5 YRS

Ujjain jila gram bharti shiksha samiti Ujjain (M.P.) -

- Performed administrative duties including faxing, filing and managing incoming and outgoing mail.
- Managed and updated staff pf account and inventory stock.
- Assist with the organization of promotions and events.

PERSONAL SKILLS

- Good Communication, Interpersonal, presentation skills.
- Time Management & Creative thinking.
- Productivity & organization.
- Work ethic & Administrative.

TECHNICAL SKILLS

- Operating Systems: Windows XP, Windows 7,
- MS word, MS excel & MS PowerPoint.

PROJECT

- Major Report on "Study of Consumer Satisfaction towards After Sales Service of Automobile.

EDUCATION

● MBA (Finance + Marketing) in 2013.
IPS Academy Indore (Devi Ahilya Vishwavidyalaya) Indore M.P.
M.COM (Business Management) in 2009.
Govt. Madhav College Ujjain (Vikram University) Ujjain M.P.
B.COM (Computer Application) in 2007.
Maharaja College Ujjain (Vikram University) Ujjain M.P.

PERSONAL DETAIL

Date of Birth : 15 March 1987
Gender : Male
Father's name : Mr. D.C. Bandiya
Mother's name : Mrs. Bhagwati Bandiya
Proficiency in Languages: English, Hindi
Contact No. : +91-98264-91783
Permanent Address : Manish Bandiya S/O Mr. D.C. Bandiya
Kirti Nagar, Indore Road, Ujjain (M. P.), India.

Declaration - I vouch the authenticity of the above-mentioned information. Given an opportunity, I promise you to put my sincere efforts to rise to your expectations and become an asset to your esteemed organization.

Date:

Place: Ujjain

Manish Bandiya