

RESUME

MANOJ.M

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Mob No :- +917907092663

OBJECTIVE

To be associates with a firm and build up a successful career by serving my organization with dedication and honest through constant improvement of my skill and abilities there by contributing to the growth of self and organization

EXPERIENCE

- 1 Working as Door Delivery and Booking Staff in V-Trans India, Banglore from 2013 to 2014
- 2 Worked as Godown Incharge and Booking, Delivery staff in Vishwam Logistics, Banglore from 2008 to 2013
- 3 Worked as Front Office Billing Section Staff in Lotus Heart Hospital Kottarakara from 2014 to 2016
- 4 Worked as a Head waiter in Century International Adliya, Bahrain from 2018 to till date

EDUCATION QUALIFICATION

<u>NO</u>	<u>COURSE</u>	<u>NAME OF INSTITUTE</u>	<u>YEAR</u>
<u>1</u>	SSLC	EVHS School.Neduvathoor	2004
<u>2</u>	VHSE (MRDA)	SVMHS School.Vendar	2004 - 2006

PERSONAL SKILLS

- Leader ship quality
- Hard working
- Sports and Arts
- Self-Confident
- Quick Learning

ADDITIONAL QUALIFICATION

- ◆ Office Tools : MS (Word, Excel, PowerPoint) 2007
Data Entry
- ◆ Operating System : Windows , Linux

LANGUAGES KNOWN

Language	Read	Write	Speak
English	yes	yes	yes
Malayalam	yes	yes	yes
Hindi	yes	yes	yes
Tamil	no	no	yes
kannada	no	no	yes

PERSONAL DETAILS

Name : MANOJ. M
Date of birth : 17th July 1988
Sex : Male
Marital status : Single
Nationality : Indian
Passport No : P3397076
Contacts : +917907092663
E-mail : manojvaiga88@gmail.com

DECLARATION

I here by declare that all the above Statement are true and Correct to the best of my knowledge and belief

Place: KOTTARAKARA

signature of the applicant

Date: / /

(MANOJ. M)