

CURRICULUM –VIATE

MANOJ KUMAR YADAV

S/O Shri Ram Sakal Yadav
 Arsanday, Shiv Mandir Road
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Genesis:

I am a young, enthusiastic, hardworking, professional seeking relocation and an update in my career to secure a position in a professional environment, where my education, training, professional skills and proven ability can be fully applied, and which also offer learning opportunities for my future career.

WORKED ORGANISATIONS:

Organization : **Don Bosco Tech Society.**
 Designation : Skill Instructor.
 TOT : Capital Goods Skill Council.
 Duration : Febuary 2019 to continue
 Project : PMKK, Ranchi

Job Responsibilities:

- Maintain all records and registers of the program as per requirements of project.
- Responsible for coordination of all project related activities within the team and in the field to achieve the project target within the given time frame and adhere to deadlines specified by the management.
- **Field Mobilization for Batch Creation.**
- Looking after 30 students at the Center & maintaining all the requirements as per the project Guidelines.
- **Counseling and Motivate the Candidate for Placement.**

Key Skill & Strength:

- Good administrative and prioritizing skills.
- Believe in self, do all my work with perfection and at my level best.
- Problem-solving and decision-making.
- Adapting to changing circumstances.
- Write and Edit reports.
- Communicate effectively inside and out the organization.

Professional Qualification:

1. Diploma in Computer Application.

Academic Qualification:

Qualification	Board/University	Passing year	Percentage	Division
ITI	SCVT	2007	82 %	1st
Intermediate	Bihar School Examination Board, Patna	2012	58 %	2nd
10 TH	J.S.E.B	2004	51 %	2nd
Apprenticeship	NCVT	2009	73%	1st

WORK EXPERIENCES: -

1. RSB Transmissions (I) Ltd.
2. Karam Chand Thapar & Bros. [Coal Sales] Ltd.
3. Genius Consultants Ltd.

SOFTWARE: - MS word, MS PowerPoint, MS excel, Talley7.2.

Personal Details :

Father Name : Shri Ram Sakal Yadav
 D.O.B : 27/11/1988
 Sex : Male
 Marital Status : Married
 Nationality : Indian
 Language Known : English, Hindi.

Declaration :

I hereby declare that all the information given above is true to the best of my knowledge and belief.

Date : 14.7.21

Place Ranchi

Signature *[Signature]* (Mohan Yadav)