

Curriculum Vitae

Manu Singh

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Objective

To provide meaningful solution to the organization in achievement of their goals and objectives, which offer a challenging work environment with lots of appealing client contacts that offer prospects for long-term development and the career growth.

Experience:

Fresher.

Major Assignments:

- A) **M &E (Monitoring & Evaluation)** – Monitor daily activities and improve and maintain PDCA.
- B) **Order Processing** – Clearing all hurdles and completing the sales orders and dispatch the outbound material.
- C) **SOP (Standard Operating Procedure)** – Updated SOP records to get actual figures for MIS report
- D) **Inventory Control System** – Responsible to control the variations & errors in the inventory.

Projects & Trainings

Organization : Laj Exports Ltd.
Products : Garment Exporter
Designation : Trainee
Duration : June 2018 to August 2018

Organization:

JOB PROFILE

- Responsible for handling the customer day to day queries and complaints.
 - Handling the cases of short/wrong supply and try to reduce such cases.
 - Handling closing reports (WIP Report, Inventory & MIS Report) and submits to reporting manager.
 - Responsible for packaging section and manage the dispatch processing.
 - Daily communication & interface with Production, & Dispatch Teams.
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Qualifications:

- Pursuing **B. Voc (Textile Designing & Printing)** from **Dayalbagh Educational Institute**.
- **Diploma (Textile Designing & Printing)** from **Dayalbagh Educational Institute** in 2018 with 87.40%.
- Senior Secondary Education from **CBSE Board** in 2016 with 69.0%.
- Higher Secondary Education from **CBSE Board** in 2014 with 74.10%.

SKILL SUMMARY:

Operating System:	Windows 2008, 2007.
Strength	Surface Technique Hand Embroidery (All type stitches). Surface Design Technique (Texture creation). Dyeing & Printing (Block, Screen, Batik, Tie Dye, ETC.)
Tools:	MS Office, Adobe Photoshop, Corel Draw.

PERSONAL RECORD

Father's Name - Sh. Rakesh Singh Tomar
Mother's Name - Smt. Mamta Singh
Date of Birth - 18th December 1999
Marital Status - Unmarried
Hobby: - Reading books, Listening music, Painting & Sketches.
Present Address - Faridabad (Haryana).

DECLARATION

I here by declare all information is true and I will be responsible if I were found false at any time in my whole professional career.

Place.....

Date.....

Manu Singh