**curriculum vitae**

**Permanent Address :**

R.K. Mission Road

Himgiri Colony

P.O. Kankhal Distt. Hardwar

**manoj kumar** Mob. 7417281108

mp311978@gmail.com

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**Objective**

 To achieve some real meaningful things in life through ethical work with organization and give best contribution in the development of the organization and society.

**Academic Qualification**

 High School from U.P. Board in 1993.

 Intermediate from U.P. Board in 1996.

 B.A. from Gurukul University in 2006.

**Computer Literacy**

 Full knowledge of Computer Fundamental and Internet

 MS Word

 MS Excel

 Power Point

 Computer Typing - Hindi & English

**Work Expereince**

 Total work experience approx. 15 years

 **6½ years with CISF as a Constable from 2003 to 2009**

= Joining 2003

= Training - Tamil Nadu

= Posting - Jharkhand & Orrisa

**Duties performed**

= I.S. Duty

= VIP and VVIP duty (Prime Ministry Duty in 2006)

= Election Duty

= Strong Room Duty

= PSO Duty ( One Year as PSO in Jharkhand)

= Port Duty

= Shift Duty

= Canteen Duty as a Accountant

= Gate duty (Vehicle, Pass, Material Checking, Material Store Duty)

= Rail Gate Duty

= Quarter Guard Duty

= Fire Fighting Duty

= Demonstration Duty

= Petrolling Duty (Racky Petrolling and Vehicle Petrolling)

= W.T.P. Duty

= Road Checking Duty

= T.D. Duty

= Case Duty

= Mess Duty

= Yoga Duty as a Instructor

= M.T. Duty

 2 years 9 months as a Supervisor in Defence Security Pvt. Ltd. in in Redission Blue Hotel & Pentagon Mall, SIDCUL, Hardwar from March 2010 to Dec. 2012

 3 months as a Field Officer in S.R.M. Security, Gurgaon from Dec. 2012 to April 2013 at SIDCUL, Hardwar.

 4 Years 8 Months as a Security Supervisor (Security Officer on roll) in Genus Co., SIDCUL, Hardwar from 27 April 2013 to Jan.2018.

 5 Months as a Security Incharge in IPCA Laboratries, Dehradun from 11 June 2018 to 16 Oct 2018.

**Duties / Responsibly.**

 CC TV Monitoring

 Security Guard Drill

 Fire & Safety Training to main power employee and security

 Check fire hydrant and trainee to main power employee and security

 Check Security Bill

 Check to all Register

 Maintain Discipline in Plant

 Administration (Scrap, Horticulture, Motor Vehicle Documentation)

**Strength**

 Self Confident, Hard worker, Honest & Punctual.

 Interest to invent new concepts and optimize the complexity.

 An analytical mind with the ability to think clearly and logically.

 A Self-motivated person with excellent communication, relationship management and problem solving skills.

 Ability to achieve target.

 Team Work.

**Personal information**

 Date of Birth : 03-01-1978

 Father's Name : Late Sh. Amar Nath

 Marital Status : Married

 Gender : Male

 Language known : Hindi & English

 Nationality : Indian

 Arm’s License : Pistol ( If Applicable)

**Declaration**

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

Place :\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_ **(Manoj Kumar)**