**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)**