

MANISH KUMAR

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CAREER OBJECTIVE

To associate with an organization where I can mold myself by utilizing my knowledge and training skills to contribute effectively towards the success of mine & the Organization.

ACADEMIC QUALIFICATIONS

Degree / Examination	Board/University	Year	Percentage (%)
Bachelor of Arts(B.Arts)	Magadh University	2020	Passed with First class
Higher Senior Secondary(12 th)	BSEB Board, Patna	2017	53.00 %
Secondary(10 th)	BSEB Board, Patna	2015	57.00 %

WORK EXPERIENCE/ APPRENTICESHIP

M/s Indian Oil Corporation, Rajkot Divisional Office (From Dec 2021 to Dec 2022)

Work done under the supervision and able guidance of Chief Manager (Engineering) Shri Arvind Chandrakar.

- Accepting Bill from Vendors/ Suppliers
- Processing Bill & Making Purchase Orders.
- Knowledge of bill Tracking System.
- Processing of Call-up Purchase Orders, Indigenous Purchase Orders.
- Payments of Explosives Licenses.

Notable Achievements and Skills

- **Knowledge of MS Office especially Excel, Word & Power point.**
- Working knowledge of Accounting Package like, **SAP.**
- **Concept on computer course(CCC)**

STRENGTHS

- Good Team Player
- Quick Learner
- Hard Working Nature & Positive Attitude

HOBBIES & INTERESTS

- Playing Chess & Cricket
- Proactive to learn new things

PERSONAL PROFILE

Date of Birth : 06-August-1999
Gender : Male
Marital Status : Single
Language Known : Hindi, English & Panjabi
Address : Vill+Po- Bhatgain,
Ps- Taraiya,
Saran,
Bihar-841424

(Manish Kumar)