

# **CURRICULUM- VITAE**

**MANOJ KUMAR SHARMA**

**Mailing Address:** - c/o Mr. Raj Kishor Sharma  
262/10 Shastri Nagar  
Kanpur (India)  
Pin-208005

**CON NO-8957516039,9125887584**

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**Objective:** - To become a member of an organization where I get continuous learning opportunities for the growth of organization & myself.

**Work Experience :-**

- 1. Seven Years Exp(Jul2005 to Aug2012) in Society Motors Pvt. LTD as a Spare Parts Assistant.**
- 2. One Year Exp(Aug2012 to Dec2013) in Shree Dev Wheels Pvt. Ltd. as a Spare Parts Incharge.**
- 3. Six Years Exp(Jan2014 to Sep2020) in Smart Motors Pvt. Ltd. as a Spare Parts Incharge.**
- 4. Four Years Exp(Sep2020 to Mar 2024) in Legend Jeep Pvt. Ltd. as a Spare Parts Manager.**
- 5. Currently working in Swarn Toyota Kanpur(Mar2024 to Till Date) as a Spare Parts Manager.**

**Qualifications:** -

- 10<sup>th</sup> Passed from U.P Board in 2002.
- 12<sup>th</sup> Passed from U.P Board in 2004.
- Graduation from C.S.J.M University Kanpur in 2009.
- Post Graduation from C.S.J.M University Kanpur in 2011.
- BLIS from UPRTOU Allahabad in 2020.
- MLIS from UPRTOU Allahabad in 2021.

**Technical Skills:** -

- Operating Systems: - CRM-DMS, DMS, MS-DOS, WINDOWS 98/SE, 2000/NT, Microsoft Excel, Power Point, Emails and Internet also.
- Computer Typing Speed (Hindi-40, English-45)

**Key Skills: -**

- **Communication:** Possess superior interpersonal skills.
- **Receptivity:** Analytical Capability & Will to Learn.
- **Adaptability:** Flexible in nature and can work under all conditions.

**Fields of Interest: -**

Computer.  
Writing.

**Personal Details: -**

<b>Date of Birth</b>	: 11 <sup>th</sup> Aug., 1987
<b>Father's name</b>	: Sri Raj Kishor Sharma
<b>Sex</b>	: Male
<b>Interests</b>	: Net Surfing, Playing Cricket, Listening to music
<b>Marital Status</b>	: Unmarried
<b>Literary Skills</b>	: English, Hindi (Read, Right, )
<b>Nationality</b>	: Indian
<b>Permanent add.</b>	: 262/10 Shastri Nagar Kanpur
<b>Pin Code</b>	208005

**[ am a result oriented person who strongly believes that 4 Ds are very much essential in any successful person's life. These 4 Ds are :-]**

***Dedication / Devotion / Determination / Discipline***

**Declaration:** - I hereby declare that the information furnished above is true to the best of my knowledge.

**Date: -**

**Place:-**

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**MANOJ KUMAR SHARMA**