

MANISH BANDIYA

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26, Kirti Nagar, Indore Road, Ujjain, (M. P.), 456010, India.

RESUME OBJECTIVE

- "To work in an organization which provides me with ample opportunities to enhance my skills and knowledge along with contributing to the growth of the organization?"

EXPERIENCE

ACCOUNTANT (OFFICE EXECUTIVE) 8YRS

Ujjain jila gram bharti shiksha samiti Ujjain (M.P.)

- Office administration work.
- Managed front desk operations.
- Managed accounting & Journal & ledger entries.
- Managed office staff Provident Fund account.

PERSONAL SKILLS

- Verbal & Written Communication & Interpersonal Skills.
- Self Awareness, Compassion, Honesty, Reliability.
- Time Management & Management Skills.
- Team Work & Customer Service & Creativity Skills.
- Work Ethic & Administrative.

TECHNICAL SKILLS

- Operating Systems: Windows XP, Windows 7,
- MS word, MS excel & MS PowerPoint.

PROJECT

- Major Report on "Study of Consumer Satisfaction towards After Sales Service of Automobile."

EDUCATION

MBA (Finance + Marketing) in 2013.

IPS Academy Indore (Devi Ahilya Vishwavidyalaya) Indore M.P.

M.COM (Business Management) in 2009.

Govt. Madhav College Ujjain (Vikram University) Ujjain M.P.

B.COM (Computer Application) in 2007.

Maharaja College Ujjain (Vikram University) Ujjain M.P.

PERSONAL DETAIL

Date of Birth : 15 March 1987

Gender : Male

Father's name : Mr. D.C. Bandiya

Mother's name : Mrs. Bhagwati Bandiya

Proficiency in Languages: English, Hindi

Contact No. : +91-98264-91783

Permanent Address : Manish Bandiya S/O Mr. D.C. Bandiya
Kirti Nagar, Indore Road, Ujjain (M. P.), India.

Declaration - I vouch the authenticity of the above-mentioned information. Given an opportunity, I promise you to put my sincere efforts to rise to your expectations and become an asset to your esteemed organization.

Date:

Place: Ujjain

Manish Bandiya