

RESUME

MANJEET SINGH

Mobile: 6394299568 // 9670725703

E-mail: manjeetsingh0994@gmail.com

Carrier Objective:-

A results-driven, self-motivated, and resourceful project coordinator with an in-depth understanding of all aspects of project coordination and implementation. Well presented with excellent communication skills and having a commercial approach to solving problems and looking forward to making a significant contribution to an ambitious company that offers opportunities for progression.

Academic Qualifications:-

- Completed (M.A) Post Graduation MGKVP in 2018.
- Completed (B.A) Graduation MGKVP in 2014.
- Intermediate (10+2) Examination from U.P Board in 2011.
- High School (10) Examination from U.P Board in 2009.

PROFESSIONAL QUALIFICATION:

- Completed 1 Yr of hardware and networking from Jetking Allahabad.
- Completed ADCA course From Brainware Computer Ballia, Since 2019.

WORK EXPERIENCE:-

- Recently Working as a Regional Manager in Innovatiview India Pvt Ltd Since 1 Apr 2024 To till date .
- 3Year of Work Experience as an Project Coordinator in Aforeserve.Com.Ltd Company since 10 May 2021 To 30 March 2024..
- 3Year of Work Experience as an Operation Executive with Core Integra Pvt Ltd (Client- TCS ION) from April 2018 to Jan 2021.
- 6 months experience as a Service Engineer from ANG India Pvt Ltd since 2016.

TECHNICAL SKILLS:-

- Operating system: - Win XP, Win-7, Win-8, Win-10 and Win-2K8.
- Hardware: - PC assembling, disassembling & troubleshooting.
- Network: - Handle Networking devices, Cabling & managing network LAN and WAN.
- Successful Projects completed on time like SSC, RRB, IBPS, etc.

- Setting up Wireless NIC, Local and Network Printer Setting and Configuration.
- MS Outlook Configuration, Backup, and Restore Process.
- Remote Management through Team Viewer, Microsoft Teams, and Anydesk to resolve the issues.
- Resolving problems like Internet Issues, Printer Installation, and OS Issues with clients.
- Installation of Microsoft Operating system and OEM softwares.
- Hands-on experience in Backup & Restore of Mails, Profiles in Mailing Client MS Outlook
- Manage service requests, Software Installation, New computer Setups & Upgrade.
- Assistance to clients with computer-like login problems.
- Raise and resolve the tickets as per SLA.
- Installation and Configuration of Printers & Scanners.

Work Skill on Site

- Boarding, onboarding Process for new joiners, Monthly attendance, MIS, PPT working with CBEC and TV18 client.
- MIS and Presentation report creation on monthly basis.
- Working on ticketing tools for call logging on SOM tool.
- Managing the daily call and assigning the engineers.

Coordination Skills:-

- Maintaining a database system for tracking the Project.
- Reviewed specifications to ensure customer compliance.
- They are assisting and supporting the Project Manager in their daily duties.
- We are ensuring that relevant management information is captured and analyzed.
- Reviewing the efficiency and effectiveness of service delivery.
- Identify, analyse, prioritize, mitigate, and communicate the project risks.
- Developing training and briefing material for staff.
- Leading and organizing a team.

KEY SKILLS AND COMPETENCIES:-

- Self-motivated with a flexible attitude, and be able to adapt quickly to change.
- Leading, engaging and building confidence in project staff.
- Having exceptional interpersonal, communication and motivational skills.
- Proven ability to stay within approved budgets, schedules & achieve objectives.

KEY SKILLS OPERTIONS

- Preparing and presenting regional reports for senior management.
- Mentoring employees and suggesting training programmes.
- Overseeing the recruitment of employees in their region.
- Reviewing the key performance indicators of their region.
- Planning and evaluating operations to be cost-effective.
- Ensuring employees reporting to them follow the company's standards and procedures.
- Preparing quarterly and yearly reports, analyses, statements and reports on finances and operations
- Enforcing the company's rules and regulations

Hobbies:-

- Singing and Listening Music.
- Reading

Personal Profile:-

Father's Name : Amar Deo Singh
Mother's Name : Poonam Singh
Nationality : Indian
Date of Birth : 01/01/1994
Languages Known : English, Hindi

Declaration:-

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

Place: Ballia
Date:

Manjeet Singh