

RESUME

MANISH RAWAT

House No:- 912, B-Block

Nathu Colony, Nathupura, Burari, New Delhi-110084

Mobile No.: 8920311408

Email:- rawat3463@gmail.com

CAREER OBJECTIE

To work as a **Computer Operator** where I can use my skills in **data entry, Tally, and computer operations** to support efficient office workflow.

ACADEMIC QUALIFICATION

- 12th Passed from NIOS Board in 2017
- 10th Passed from NIOS Board in 2010

TECHNICAL QUALIFICATION

- Basic Computer Knowledge
- Busy with GST
- Tally ERP 9

WORK EXPERIENCE

- Computer Operator cum Receptionist
- Rainbow Child Development Center & Special School
- Duration: 1st April 2024 – Present • •

Responsibilities:-

- Managing front desk operations and maintaining visitor records
- Handling data entry and maintaining records in computer systems
- Providing administrative support to staff and parents
- Coordinating appointments and managing daily schedules Positive attitude, Good Communication Skills

STRENGTH

Positive attitude, Good Communication Skills

PERSONAL PROFILE

- Father's Name : RAGHUBIR SINGH
- Date of Birth : 08/08/1992
- Sex : Male
- Languages Known : Hindi, English
- Nationality : Indian
- Hobbies : Reading Books

DECLARATION

I solemnly declare that all the above information is correct to the best of my knowledge and belief.

Date:

Place: New Delhi

(MANISH RAWAT)