MANOJ SINGH

Address: M 11 NEAR SPORTS COMPLEX, RAJASTHAN UNIVERSITY CAMPUS, JAIPUR
Phone: +91-9351773779
Email: MSINGH1121996@gmail.com

OBJECTIVE

Wanted a strong platform to make my career by using good skills for mutual and organizational growth.

January 06,2023 – continue.
Jr. Asst. Purchase, The LNM Institute of Information Technology, Jaipur.
Responsibilities:

- Requisition receiving
- Submission of the document for technical evaluation to the indenter
- Follow up with vendors.
- Document collection coordination with Store
- Listing and following up online purchases and their invoice settlement.
- Coordination with accounts for invoice submission and general payment
- Payment follow-up with accounts
- Payment update to vendor
- Vendor database up-dation
- Preparing comparison sheet / purchase order

April 16, 2019 - January 03,2023
TCO – IQAC cell, University of Rajasthan (Contractual)- April 16,2019 to January 03,2023
Responsibilities:

- Maintaining data record of Student, Faculties and department for all Govt. formalities.
- Assisting convenor and Sr. Staff.

January 05,2019 – March 31,2019
Human Resource Associate, JAIPUR MARRIOTT INTERNATIONAL
Responsibilities:

- Assist manager and associate of Human Resource Department.
- Maintenance daily packet.
- Handling absconding formalities.
- Handling Certificate preparation and other forms.
- Maintaining employees and other data records.
- Handling joining formalities.

February 14,2018 – July 14,2018
INTERN, JAIPUR MARRIOTT INTERNATIONAL
Responsibilities:

- Assist associate of all major departments (Housekeeping, Front office, F and B Service, Food Production)
- Handling House Keeping desk for one month.
- Completed one month training in Human Resource Department.

August 01,2017 to January 2018
Manager – UGC Guest House, University of Rajasthan (Contractual)-
Responsibilities:

- Guest house arrangement for staff, faculties and visitors.
- Duty Roaster and attendance for housekeeping, guards and other related services.
- Property Management.

ACHIEVEMENTS

May 30,2021
Certificate of Diabetes fitness expert, Fitness and Sports Alliance India

March 14,2020
Certificate of Functional Training workshop, Fitness and Sports Alliance India

January 31,2020
Certificate of Cardio pulmonary Resuscitation (CPR) workshop, Fitness and Sports Alliance India

2019- 2020
Certification in Yoga Education, University of Rajasthan Jaipur

April 7, 2018
World Record, Best of India, Suresh Gyan Vihar University

2016
Appreciation letter for efficient guest handling, ALL INDIA UNIVERSITY(AIU) National Workshop on Examination Reform in Higher Education

November 2,2015
Appreciation Letter for efficient guest handling, Convocation of Climate Change in water (C3W), Suresh Gyan Vihar university

2013 – 2015
Certificate from National Service Scheme (NSS)

EDUCATION

2023-	**Pursuing Master of Business Administration (HRM),** Manipal University, Jaipur
2021-2022	**Diploma in Yoga Education,** University of Rajasthan Jaipur
2020-2021	**Certificate in Personal Trainer**, Fitness and Sports Alliance India
2019 - 2020	**Certificate in Yoga Education**, Rajasthan University Jaipur
2015 - 2019	**Bachelor's degree of Hotel Management and Catering Technology**, Suresh Gyan Vihar University
2015	**SSE**, Board of Secondary Education, Rajasthan
2014	**Rajasthan state certificate in information technology (RSCIT),** Rajasthan Knowledge Corporation limited.
2012	**HSS**, Board of Secondary Education, Rajasthan

ADDITIONAL SKILLS

Microsoft Office package: Microsoft Word, Excel, Power Point, Fitness

PERSONAL DETAIL

Date of Birth :- December 1, 1997
Father Name :- Mr. Sunder Singh
Nationality :- Indian
Language Known :- Hindi, English, Rajasthani, Kumaoni
Hobbies :- Playing Cricket, Body Building, Listening Music
Reading Biography and Historical Stories

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

Date: **Manoj Singh**