MANISH GUPTA-B.COM. MBA, LLB
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Plot No. 44-48B, Shree Krishna Residency, Muhana, Sanganer, Jaipur-Rajasthan -302029



Objective:

To contribute to a learning and challenging work environment, where I can utilize my knowledge & skills in an effective manner to achieve organizational goals for the success of self and organization.

Summary:

- Currently working as Section Officer- Hostel in Amity University.
- Experience in HR and Administration especially in Production, Forex, Accounts & Finance, Purchasing & Export and day to day administration.
- Represented the Jewelry Export House in International Trade Fair.
- Passed MBA/PGDBM in Human Resource Management.
- Dedicated, Hardworking and Self-motivated team player. Positive and result-oriented with organizational skills including analytical skills, planning, follow-ups, and Negotiating skills.

Professional Experience:

Organisation Mathur & Co.Chartered Accountants Firm **(**15 Apr 01 to 06 Apr 02**)**

Designation **Audit Supervisor**

Organisation R. S. Rolling Mills . Ltd **(**07 Apr 02 to Nov 02**)**

Designation **Accountant**

Work Profile:

- To maintain Accounts (Tally) and Bank Reconciliation
- To maintain Stock and help in income tax cases
- To help in audit work

Organisation **Silvex Images India Pvt. Ltd.(**Nov. 2002 to 28 June 2010**)**

Designation **Assistant Manager (Administration)**

Work Profile:

There are seven departments (Production, Quality Checking, Forex, Accounts & Finance, Packing, Purchasing & Exports). I headed a team of 57 employees. As Assistant Manager, I was responsible for:-

- To maintain day to day business operation & co-ordinate the every department
- To handle all supplier, brokers and other parties.
- To maintain liaison with Govt. Department
- To prepare business visa documents.
- To maintain cash book of the company.
- To make salary with PF & ESI.
- To make costing of ready goods purchase, check the production process and documents.
- To full fill the recruitment process of the company.
- To handle outlets of the company & stock verification.
- To see MDA Claim.
- To maintenance of office's Furniture & Fixture
- To plan & manage human resource.
- To maintain Cafeteria of the office.
- To fulfill demand of printing & stationery.
- To handle vehicles of the company.
- To handle couriers of the company.
- To see legal matters of the company

Organisation **Amity University (**29 June 2010 to 31/12/2010)

Designation **Academic Programmer Officer (Administration)**

Work Profile:

- To work on Amizone Software.
- Coordinate with Faculty.
- Admission & Registration.
- Attendance
- Leave Register.
- Elective Allotment.
- Time Table
- Course Handouts
- Guided Self Study Course
- Workshop
- Record Maintenance & File Management.
- Stationery Maintenance.
- Bus Coordinator

Organisation	**Amity University (**01 January 2011 to Continue**)**
Designation	**Section Officer-Hostels**
Work Profile:	➢ Maintain of Staff Leave Register ➢ Data Management ➢ Drafting (Including All Files) ➢ Maintain personal files ➢ Help in student discipline matter ➢ Mess Menu ➢ Interaction with other department. ➢ Admission & Registration. ➢ Maintenance of Stationery. ➢ Coordinate with Hostel Wardens. ➢ Maintain Dispatch Register ➢ Put up quarterly demand of electrical & plumbing

ACADEMICS				
DEGREE	**INSTITUTE / UNIVERSITY**	**YEAR OF PASSING**	**RESULT (%)**	**SUBJECTS / DISCIPLINE**
LLB	Rajasthan University	2012	51	Law
MBA	IGNOU	2009	61	Human Resource
PGDHRM		2008		Human Resource
PGDIM		2007		Management
DIM		2005		Management
DCA	YASH COMPUTERS	2002		Computer Application(MS Office)
B.Com	Rajasthan University	1998	57	Commerce

PROJECTS UNDERTAKEN		
ORGANISATION	**PROJECT TITLE**	**PLACE**
Silvex Images India Pvt. Ltd. (Jewellery Export House.)	Bangkok Gem &Jewellery fair from 11-15th September 2008	Bangkok
	Hong Kong Jewellery and watch fair from 15th –19th September 2008	Hong Kong
	43RD Bangkok Gem &Jewellery show from 25th Feb to 01March 09 At Impact Challenger	Bangkok
Reference	1. Mr. Vipin Gupta Govt. Servant Corporation Bank Jalore, Rajasthan ssvmv099@gmail.com Mob: 9405507013 2. Col Prahlad Singh Director security Amity University Rajasthan Mob: 7589135136	

ACHIEVEMENTS, HOBBIES & INTERESTS

- Jaipur genius award' 92, Rajasthan Genius Award'93, Annual Training Camp-NCC-1997 and other certificate
- **Hobbies**: Watching Movies, Internet Browsing
- **Interests**: Business, Meeting People, Traveling & to listen old songs.

(Manish Gupta)