



MANI SINGH

Microsoft Office Expert

📞 7063073043

✉️ manishsingh47973@gmail.com

📍 Basaiya Ganga Sagar,
Ambedkar Nagar, Uttar
Pradesh, IN, 224181

🌐 LANGUAGES

- Hindi ★★★★★
- English ★★★★★

⚙️ TECHNICAL SKILLS

- MS Office
- Computer Fundamental
- Computer Peripheral
- Design Creativity

👤 ABOUT ME

Dedicated and detail-oriented professional with a proven track record of proficiency in Microsoft Office applications. Leveraging a strong command of Microsoft Word, Excel, PowerPoint, and Outlook, I have effectively supported various projects, enhanced organizational processes, and facilitated seamless communication. Seeking opportunities to contribute my skills and expertise to a dynamic team.

🎓 EDUCATION

- **National Institute of Open School** **High School**
2021 UP BOARD
- **R. D. Inter College** **Intermediate**
2022 UP BOARD
- **Bachelor Of Art** **Dr. R.M.L.A.U Ayodhya**
Pursuing Faizabaad

📁 WORK EXPERIENCE

- **RDGIC** I was handling Students data
2023, JAN-AUG using Microsoft Excel and ERP software.

🏆 ACHIVEMENTS

- Excel Advance Basic to Advance Training Course, -By Udemy

📁 HOBBY

- Playing Cricket
- Making creative Design
- Reading
- Working on new technology

Date